



MINUTES  
April 26, 2012

## Discussion Items

### 1. Orderly dismissal of graduate students and post docs

Chuck Wight, Graduate School

Fellowships do not have a work requirement, but are considered a gift to the student. Students must meet the academic requirements of the relevant discipline or program. Departments and faculty can define what the academic requirements are for their program. It is best practice and recommended that departments publish or make these requirements easily accessible for students, staff, and faculty. Use a change of classification form to remove a student from the program; a student can appeal.

Dismissal from employment

A student that is dismissed from their program, is also dismissed from a TA/RA. Your department should state what expectations graduate students have for support, ie: for a limited term or duration of graduate study.

A written agreement regarding the expectations and duration of the appointment should be in place and records given to both the student and a copy in the department.

Performance evaluations should be checking in with the performance of the student. If there is a problem with the performance evaluation, write it down. Keep the written record with the student's file and a copy with the department. If any disputes arise, this documentation is imperative to supporting the department and/or student.

### 2. Admissions Exceptions numbers

Donna White, Graduate School

The figures were determined by averaging the last two years of enrollment figures and determining how many exceptions a program has each year. Not required to be used. Figures will not be evaluated every year, but a department can ask to be reevaluated. There will be a check box in ApplyYourself that departments can use to show that the student is their exception.

### **3. Recruitment**

Chuck Wight, Graduate School

The GRE search service is available to help your department as well as lists from the California Forum for Diversity, National Name Exchange. The Graduate School can help by sending a letter to prospective students on behalf of the department and ask that the department follow-up with the student.

### **4. Graduate Faculty for Supervisory Committees**

Chuck Wight, Graduate School

Proposal for establishing a Graduate Faculty. This would give a title to a portion of the faculty that would be allowed to be on supervisory committees. Currently, only tenured faculty are allowed to serve on committees, with exceptions made on a case by case basis. This would erase

### **5. ApplyYourself**

Chuck Wight, Graduate School

Annual update of AY. The recommendations and supplements for the AY system has been reviewed and will continued to be review. The new AY application will be available June 1. Departments and DOGS can submit requests for changes to their application by May 11. Departments can ask for personal training anytime by contacting Whitney LeMone. General training will be done June 1-15.