

Graduate Administrators Council (GAC)  
Minutes of Thursday, January 20, 2011  
Koch Hall Board Room  
8:30-10:00 a.m.

Attending: Brenda Neumon Lewis, Chair, Sarah Snowden, Robert Wojtowicz, Mona Danner, Sharon Judge, Christopher Osgood, Mike Overstreet, David Selover, Osman Akan, Isao Ishibashi, Richardean Benjamin, Dennis Gregory,

Approval of January 6, 2011 Minutes

Minutes were approved.

Announcements/Updates- B. Lewis

Reminder..Catalog Drafts due February 15

Dr. Lewis indicated that catalog drafts are due from the Associate Deans by February 15, 2011.

GTAI Survey Responses

Dr. Lewis indicated that it appeared from the student surveys that the spring GTAI Institute was a success. Dr. Lewis informed Council that Provost Simpson still expects the colleges to do follow-up training and presentations for the second day of the institute. There was a discussion about sending out information. Dr. Lewis stated that the Office of Graduate Studies would be willing to email all the letters to students attending the institute to decrease confusion. Council agreed this would be the procedure for the fall. It was also agreed the colleges should email their letter with the second day's activities and schedule to Sarah Snowden.

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Dr. Lewis announced that the Office of Graduate Studies will produce a Graduate News newsletter. The newsletter will cover graduate issues and activities from all graduate programs. There will be hardcopies as well as e-versions. She asked Council to share it with their faculty and students. Also, she asked Council to forward information they would like included in the newsletter to the Office of Graduate Studies.

Fall 2011 Test and GTAI Dates

Dr. Lewis announced that the fall GTAI Institute will be held on August 25 and August 26. The TOEFL and SPEAK Test is scheduled on August 22, and the Retake SPEAK Test is scheduled on August 24. She also announced that the New Graduate Student Orientation will be held on August 18, 2011

Continuance Data Reports

Dr. Lewis indicated that she has given this data to the Associate Deans in the packets as well as electronically. There was no discussion regarding the data.

