

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, October 25, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Ali Ardalan, Richardean Benjamin, Joanne Scheibman, Osman Akan, Chris Osgood, Robert Wojtowicz, Isao Ishibashi, Carolyn Rutledge, Mary Swartz, Sharon Judge, Bill Heffelfinger

Guest Speaker: Ms. Debra May, Financial Aid Office

**Approval of October 11, 2012 Minutes**

- Minutes were approved as submitted.

**Announcements/Updates**

- Doctoral Mentoring Award – Dr. Lewis reminded Council members that the Doctoral Mentoring Award policy had been finalized so they should be moving ahead with the award process within their respective colleges.
- The Graduate Administrators Workshop was held on October 10, 2012. Dr. Lewis reported there was a good turnout and that the evaluations were very positive.
- The Graduate Student Organization CV Writing Workshop was held on Friday, October 19, 2012. Dr. Lewis reported the workshop was very successful. AC [(A)-(A)-(A)i(uc)u psd t srr1[i].
  - Debra May gave Council an overview of the Financial Aid process for graduate students. The process is basically the same for graduates and undergraduates. Graduate students complete the FAFSA form in January and they can be awarded as early as late March or early April.
  - Ms. May also advised that the financial aid students receive cannot exceed their cost of attendance. Scholarships, fellowships, and tuition waivers all reduce the amount a student is eligible for in federal loans. Ms. May also requested that a clear notation be included in all award letters from the departments that are given to students advising them that their student loans may be affected. Late tuition waivers can be a problem for the Financial Aid Office. Ms. May asked that tuition waivers be submitted earlier so that there is less impact to the student.

July – Fall Semester

Early December –

**Additional Topics**

- Dr. Ishibashi requested further discussion on the issue of continuous enrollment for PhD students during the summer semester.
- Bill Heffelfinger advised that a new Executive Director of Admissions has been hired. His name is Dr. Christopher Fleming and he was most recently the Director of Admissions at Texas A&M Corpus Christi.

Meeting adjourned at 9:58 am.