

Graduate Administrators' Council Meeting  
Thursday, December 1, 2016  
Koch Hall Board Room

---

Members in attendance: Robert Wojtowicz, Chair, Bill Heffelfinger, Wie Yusuf, David Chapman, Isao Ishibashi, Steve Myran, Bonnie Van Lunen, Kiran Kirande, ~~Kate~~ Kew, Shirshak Dhali, Gail Dickinson, Corey van Vlymen, Jane Dane, Wayne Hynes, and Missy Barber

## ORCID

- x Corey van Vlymen recommended that faculty apply for their ORCID. The ORCID is a unique identifier that is assigned to a user, similar to the University Identification Number, but it is used for publications and is recognized worldwide. Signing up takes just a few minutes. Barber pointed out that there is a link to sign up in the Graduate News newsletter in their packets. Graduate students are encouraged to sign up for an ORCID. Using the ORCID on publications may enable the University to download publications into FAS instead of faculty manually inputting the information.

## Graduate Assistantship Subcommittee

- x The subcommittee has begun work on when we hire, i.e., work agreements and job descriptions. Dr. Porter says he is still looking for feedback on the offer templates. Please send any comments or suggestions to him as soon as possible.

## Forms & Policies Subcommittee

- x Time Limits policy approved with change adding certificate.
- x Completion of Degree Requirements policy approved. Enforcement will begin in Spring, but effective with the Fall 2017 catalog.
- x Revalidation of out-of-date credits policy approved with change
- x Evaluation of Transfer Credits approved.
- x Certification of Faculty for Graduate Instruction Level 3 was reexamined. There was some discussion regarding the definition of exceptional. Dr. Wojtowicz is to check with Tisha Paredes to see if the following degrees are considered to be terminal degrees: MLS, MLIS, MIS, JD, DVM, DDM, DPT, and EdS.  
  
Level 3 can exclude committee membership. Language was revised to say "if expertise is warranted."
- x Where does T3 come in? T3 is attached to the credentialing policy and is used when the terminal degree is not present.
- x Certification of Faculty for Graduate Instruction policy was approved.
- x Graduate Program Director Policy - Nine year time limit - Ok to exceed if beneficial to the program. Policy approved.

## Data Subcommittee

- x Dr. Chapman reported that the data committee had its first meeting and it was productive. David Kozoyed mentioned a few things that might be helpful. They are meeting again in January. It is important to note that this is a University issue, not just a graduate issue.