MINUTES
BSU Graduate Committee
October 22, 2009
1 p.m., Sattgast 314.

Present: Mark C., Dianne, N., Christel K., Louise J., Patrick W., Vince V., Joan M.

Absent: Rick Koch, Patricia Rogers, Tim Kroeger, Glen Richgels, Hal Gritzmacher

I. Approval of the Minutes of October 15, 2009

Tabled till next time as the minutes were not available.

Mark moved (Christel 2nd) to approve the Oct. 1 minutes – motion carried.

II. Old Business

1. Today's meeting will be focused on studying the various editorial comments by committee members on the first two parts of the online grad faculty orientation.

Christel asked Joan to add the following to the Nomination Form.
Regular (Full/Associate)  Retired (Full/Associate) Community-Associate Only

Committee members were asked to access the documents on line and be prepared for discussion next week.

Creativity Award – due in School of Graduate Studies Oct. 14; MAGS’ needs an electronic copy by Nov. 9, 2009.

1. Graduate Academic Advising from Rick….he just submitted to Louise; Christel will post…be ready to review at next meeting.

2. Grad Rep Responsibilities: Joan will email forms to Christel that grad rep gets for oral defenses.

2. Any remaining time will be spent discussing School of Graduate Studies’ assessment options.

3. Finish discussion of Graduate Assistant description and new form. Joan Miller talked about process for securing new GA positions for the following academic year. New GA Request Form and Job Description template is located on the web. If you wish to request another GA position for your area for next academic year, you will need to submit the request form and JD early in Spring Semester 2010.
III. New Business

1. New Chair
   Louise Jackson will retire August 1, 2010. Will step down as Chair at the end of Fall Semester.

   **Mark (Vince 2nd) nominated Christel. Christel prefers not to do this. Will ask others to submit names and will discuss at next meeting.**

2. Other

   - Revised Catalog – ask Patty 1:20 p.m. to come next week-let Louise know.

     **Meeting adjourned at 1:40 p.m.**

     **Next meeting will be 1 p.m., Oct. 29 in Sattgast 314.**

Submitted by,

Joan Miller