

Minutes of the Liberal Arts Graduate Instruction Committee
September 24, 2007
3:00 pm

Members Present: Emily Davidson (PSYC; *presiding officer*), Dennis Jansen (ECON), Walter Kamphoefner (HIST), Kathy Miller (COMM), Amy Montz (graduate student), Larry Oliver (CLLA; *chair*), Sally Robinson (ENGL), James Rogers (POLS), Gary Varner (PHIL), Jose Villalobos (HISP), Cynthia Werner (ANTH)

Guests: Cheryl Rich, Catherine Roueche-Herdman, Laura Hammons (Office of Admissions Document Processing)

Graduate Admissions Processing

The guests from Graduate Admissions Document Processing summarized changes that have been implemented to improve the efficiency and accuracy of document processing (see attachment). Discussion followed. GIC members commended Admissions for making the changes, which should eliminate most of the problems experienced in the past. These improvements will remain in place. Rich invited GIC members to notify her or members of her staff if problems arise this admissions cycle. Roueche-Herdman agreed to keep graduate advisors informed about processing time of applications, instead of responding to requests for such information.

Graduate Advising Issues

Oliver noted that the requests for adding or dropping classes after the drop/add date seem to be increasing, and that the justifications for the requests are not always compelling. Also, some students who wish to withdraw from the university have come directly to the dean's office without notifying their departmental grad advisor. International students who withdraw without first being cleared by International Student Services (ISS) risk being deported. GIC members were asked to remind students, especially international students, to consult with them about withdrawals and other advising matters.

Graduate Student Travel Allocations

Departments will receive their annual allocations to support graduate student research and travel soon. Depending on the college's Graduate Enhancement allocation from OGS, expected in October, some departmental allocations might be modestly increased.

Vision 2020 Report

Oliver encouraged members to read the College's report *Vision 2020: An Assessment of Progress*, if they had not already, and to initiate discussions in their departments about enhancing graduate studies in the college during the coming years.