1. **Welcome [Mark]**
   - Kurt Adison has moved into Joan’s old position
   - New Processor/Front Desk – Erin Brewer (Kurt’s old position)

2. **Process Updates Forms: Upload to Box [Richard]**
   - Forms: Please Upload to Box.com instead of emailing to gradforms
   - CGA Credits: Updated Policy has been uploaded to Box.com and will be in the graduate catalog – CGA credits are after a defense – if additional research time is needed before a defense students need to register for research credits
   - MLK Fellowship Application Submission – Now Open

3. **Evaluating HCED Students [Jeff]**
   - Students come in with a conditional admission – they start with IELI and take the GRE. They receive support for 1 year. Students that come in at a level 1, beginning English level, will not be able to complete the IELI course in 1 year.

4. **February Thesis and Dissertation Workshop [Steve]**
   - Feb 18th 3:00 PM – Main 121 – we have 70 signed up currently – registration is online.

5. **Admissions Update [Joan]**
   - Application Update
   - Fall 2015 International Acceptance Deadline: May 15

6. **Spreadsheets for Plan C [Kurt]**
   - Due February 17th
   - Graduation Fair: March 17-18 8:00 AM – 5:00 PM
   - Commencement Deadlines

7. **USUSA: Research and Projects Grant, GSS Enhancement [Derek]**
   - There are 20 $4000 graduate enhancement awards available. They must be a GA or TA and have a 3.5 GPA. They must have taken at least 6 graduate credits – http://www.usu.edu/ususa/scholarships/ – Mar 20th deadline
   - 12 $1000 scholarships Feb 28th

8. **Aligning deadlines for RGS Assistantships and PDRF [Scott]**
   - Application calls will be April 1st for next year. Due date will be May 8th, notification June 1st with students starting Fall of 2016. You can use these in recruiting.
- Student Research Symposium - srs.usu.edu - April 9th 9:00 AM – 5:00 PM. Grad and undergrad events will be at the same time, with college sessions. Application closes on February 15th.

9. **Questions and Other Notes**
   - Ignite – 5 grad students and 3 undergrads – 7 colleges are represented.
   - Microscopy core. Student user awards – they will have an open house next week.