1. Welcome [Richard]
   - New GPCs?

2. CRM Implementation [Vina Adakai]
   - Vina will be working with Joan this month to build the graduate school application. She is working to have the application ready to go by August 31st.
   - How do Departments Want Applications Customized?
     o Allow the student to put in their previous degree right in the application.
     o Have an option to note that they are going to be a concurrent BS/MS student.
   - There will be a single graduate application which will be customized based on degree selection. The current application will be the starting point for the new application. If there are specializations which should be added as either required or optional in the application, please contact Joan Rudd.
   - There will be an application review screen for departments to use to see the application information.

3. Letters of Completion [Kurt]
   - Put electronic copies of Letters of Completion for professional/Plan C students in the students file on box. Include the A# in the title. Send an email to Kurt letting him which students you have posted the letter for. We don’t need the paper copy. Kurt will be working on posting degrees over the next month and a half.

4. Excellence Waiver Reminder: Submit Spreadsheet With Names & Credentials [Richard]
   - Those who qualify for the RA/TA waiver don’t need to be included on the spreadsheet. If you need to verify your college averages, email Ryan Olsen.

5. IRB Approval: Timing vs Candidacy/Thesis Project Approval Form [Richard]
   - The Candidacy for Doctoral Degree and Thesis Project Approval form is used by IRB to determine that the student’s committee has approved the research. The type of approval also affects the time needed for approval from IRB.

6. Questions and Other Notes
   - Joan and Will are working on I-20s. International Students need to be accepted by May 15th.