GPC Meeting July 10, 2013

AGENDA:

Mark

- Welcome
- Tuition Awards
  o An identical budget was sent to the colleges this year (2013-2014). All funds from 2013-2013 were spent. Closed out in very good shape. Discussions in the works to take USU back to a true waiver system. None of the waivers will affect this coming school year.
- Qualtrics
  o Business school has used it for end of year survey. None of the other departments have used it in a different way. We want to get information to the GPCs about how they can use it to manage things within their departments (students, faculty, etc.)
    ▪ We want to hear from the GPCs about how it can be used
  o Data management programs, used to store and share research information publicly, will soon be required at USU.
    ▪ Due to partial or full federal funding given to those conducting research.
    ▪ We will watch this carefully and keep GPCs posted
  o A letter about the Affordable Care Act (recently been delayed for another year) has been distributed
    ▪ This limits how many hours a grad student can work (assistantships, etc.), because if they exceed this limit, then insurance will be required
    ▪ Assistantships are limited to 20 hours.
    ▪ It is illegal for any USU official to say that a grad student can only work so many hours, so that they don’t get insurance. Departments need to come up with other suggestions (e.g. don’t work because I need you to get this degree, etc.). We cannot ever prevent a student from getting insurance!
      • No implication of dollars yet, possibly $6,000 per year
      • A forthcoming letter will declare up front all of the implications connected to the Affordable Care Act
  o Task Force on Graduate Faculty Membership
    ▪ Who should be in the business of managing faculty who are supervising grad students
      • This responsibility needs to reside closer to those who are closer to training grad students
        o We need to find a different way of identifying that.
      • We want to create an opportunity for the departments to explore this issue
        o Deans, department heads will be involved in these discussions
- Grad school will not be involved in this

**DD**

- Graduate Insurance
  - Remember that signed insurance agreement does not come back to the grad school
    - It’s for departments to use if they want to
  - Flyer needs to be sent to students
    - Students are required to purchase insurance. They can opt out if they want to.
  - FAQs have been complied to better inform students and departments
    - This should better clarify insurance information
  - Insurance Spreadsheet has been changed slightly
    - Modified for those who want to use a report, copy and paste information
    - Grant and stipend option has been added in the qualification column
  - Once the main report has been run, DD can add or remove students one at a time. Inform her of this on a case by case basis.
  - Students do have to enroll or waive out every single semester!
    - This has been explained on the flyer
  - Critical dates have been added to the flyer
  - Subsidized insurance cannot be purchased for the summer, because it is included with spring
    - Please inform your students of this
  - Contact DD with any questions

**Joan**

- Online forms and DocuSign
  - Committee Form is now automated. Paper forms are no longer required.
    - Procedures have been distributed to GPCs
    - Signatures will be collected using DocuSign
    - E-mail form to Emma
      - She will inform you of any problems before committee form is sent out for signatures
      - Completed forms will be put in the student’s electronic file
    - Instructions for faculty may be needed, cheat sheet of sorts
    - GPCs are in charge of entering committee information into SHACOMI when form is completed
      - Joan will distribute instructions
        - There is also an Banner screen that can be used for faculty who want to know which committees they’re serving on (similar to information required on Digital Measures)

- Graduate Survey
Students are now using a Qualtrics survey, and other online processes to complete graduation requirements (diploma fee, etc.)

Emma
- Transfer requests from new students
  - Brand new students who have accepted the offer of admission but not attended classes yet trying to transfer
    - Let Emma know if you are okay with this, or not

Erin
- Certified transcripts from international applicants
  - Transcripts that are stamped and certified by the student’s previous university are acceptable, even if they’re photocopies, as long as they come in a sealed envelope
- International acceptance deadline
  - This is for the protection of international students who are not already in the U.S.
    - So that they have sufficient time to go through all of the processes to get here
- Deferral fee
  - No more deferral fee.
    - A letter will be sent out to the student, cc to the department
- Processor changes
  - Erin has master list of changes
- Legacy Scholarships
  - Go through Erin
    - Students who have any family members (parent, grandparent) who graduated from USU are eligible
      - Erin will check on whether or not new grads who used Legacy Scholarship for their undergrad are eligible to use it as grad students
- Non-Matriculation
  - Departments are discouraged from non-matriculating applicants.
    - Conditional acceptance is preferred.
      - Exceptions can be made, but departments need to contact Erin first, so that it can be discussed with Richard and Mark

Jeff
- Recruitment
  - Was not discussed