GPC Meeting Minutes – December 9, 2015

Welcome/Announcements [Mark McLellan]

- Christina Fleener is the new landscape architecture GPC.
- Research funded with federal dollars will need to have data archived and accessible to the public. The RGS is going to offer training in Fall 2016 for graduate students so they can learn what data needs to be curated and how to curate data.
- There is a new limited pool of funds available to pay tuition for foreign language classes that are on an approved Program of Study. There is an application on the School of Graduate Studies website under Additional Forms: http://rgs.usu.edu/graduateschool/forms/additional-forms

Staff Changes [Richard]

- Logan will be taking over for Will. We are in the process of hiring a replacement for Logan.

TA Course [Erin]

- The teaching assistant course has been revamped. Registration is open for Spring 2016. To register, students should send Erin their name and A#.

Graduate Enhancement Scholarships and Project and Research Grants [Erin]

- There are unclaimed funds through the Graduate Student Senate (see below).

Recruiter Update [Joan]

- Please update your Outlook calendars so Joan can schedule Recruiter training.
- Departments need to make sure their websites are up-to-date with respect to submission of supplemental materials.
- A reminder that the application fee needs to be paid before student will be able to submit supplemental items.
- Social security numbers must be redacted on students’ applications if applications are printed or email (see below for instructions).

Waivers [Craig]

- Non-resident tuition waivers will be run initially on December 21st and then again on the first day classes, and periodically thereafter. Please get in EPAFs as soon as possible.
- Make sure to update new students’ plan type in SHACOMI.
• International students need a social security number or an application receipt from the social security office before the start of the semester to get waiver. The Office of Global engagement will have a bus to the Ogden social security office:
  o Date: January 4th, 2016
  o Time: 7:00 a.m. – DO NOT BE LATE. We will be departing at 7:00 a.m.
  o Location: In front of the University Inn building
  o Contact rob.llewellyn@usu.edu to reserve a seat.

Degree Awarding [Kurt]

• See below for important dates.

Instructions for Redacting Social Security Numbers on students’ applications:

With an Adobe document open, click on the gear icon – Customize Quick Tools

In the popup window that should appear, under the list of Tools, click on ‘Protection’

Under ‘Protection’, highlight ‘Mark for Redaction’ and press the right arrow between panes to add it to ‘Quick Tools to Show’

Do the same for ‘Apply Redactions’

Those two tools should now appear in the toolbar at the top of your document.

To redact something (like a SS#), click on the ‘Mark for Redaction’ tool and highlight what you want to redact. A red box should appear around what you selected. Click on the ‘Apply Redactions’ tool to complete the process. The highlighted text should now be covered by a black box.
Graduate Research and Project Grants

• Funding to help exceptional projects and research.
• Award will be primarily to projects that show the most potential for original research and broader impacts.
• At least 12 awards given
• Awards up to $1,000
• https://ususa.usu.edu/resources/graduate-funding-opportunities/
GSS Enhancement Award

• Support outstanding graduate students
• Merit-based
• 20 scholarships of $4,000
• https://ususa.usu.edu/resources/graduate-funding-opportunities/
Fall 2015 Degree Awarding Period
28 December 2015 – 1 February 2016

- Doctoral, Master’s Plan A (dissertation/thesis)
  - Successfully defend by 18 December 2015

- Master’s Plan B (report/creative project)
  - Successfully defend by 18 December 2015
  - Library notification of report/creative project approval by 8 January 2016

- Professional/Plan C (POS coursework/department requirements)
  - Complete POS coursework and department requirements
  - Student information is submitted on Professional/Plan C Completion Spreadsheet to SGS Plan C Completion Inbox by ASAP
  - Letter of Completion (upload directly to student file)
Fall 2015 Degree Awarding Period
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Recommend students check:

– Log on to Access Banner [http://banner.usu.edu](http://banner.usu.edu)
  • Check matriculation
  • Check approved Program of Study to USU transcripts
  • Confirm ALL courses have letter grades and the correct credit amount
  • Enter Diploma Address in Personal Information
  • Check holds/fees on account

– Graduation Information Checklist completed
– $15 Graduation Fee assessed/paid