GPC MEETING – November 5, 2014

1. Welcome [Mark]

2. Communications Team [Carlie]
   - Next GRTS meeting – What to expect and do at a conference. It should be helpful for all graduate students. Please note the date change for this session to November 11 from what was on the calendar.

3. Fall Deadlines [Joan]
   - Deadlines are on our website. They are located under Earning Your Degree, then Degree Completion Deadlines.
   - DegreeWorks is changing. There will be new training, tentatively this month.

4. Tuition Awards [Craig]
   - There are limited additional funds in the tuition pool that will be allocated in November or December. Additional tuition dollars will be provided to cover PhD students (resident or non-resident) and MS/Plan A students (non-resident) if a department has spent all of its allocation PhD and MS/Plan A students. Non-resident tuition will not be paid for domestic students who have not become Utah residents after a year here. The letter that was sent to the Deans about tuition pool funds is in the department heads discussion in Basecamp.

5. Graduate Insurance [Craig]
   - Please have graduate students who are going to opt out of subsidized insurance complete that process by January 14th for spring semester. Students must opt out of insurance each semester. Let Katelyn know if there are any changes. Update EPAF code if they are removed from insurance. If students have questions please refer them to Katelyn at 797-3505 or katelyn.richins@usu.edu.

6. Graduate Faculty Lists From Other Departments [Richard]
   - We have received graduate faculty lists from most departments. They are in a folder on box.com which has been shared with all GPCs. You can check committee members from other departments to see if they can be used. If there are updates to a departments graduate faculty list, send them to Richard and copy changes to the college dean for approval.
7. **Box.com - Shared Drive [Richard]**
   - The shared drive will be moving to box.com, including departmental folders. We do not yet have a date by which the move will be completed.

8. **Waiver Deadlines, Timing of Candidacy, Master’s Approval [Richard]**
   - EPAFs should be submitted by January 2nd.
   - PhD Candidacy and Master’s Approval forms should be done early in the students’ work. They include information about approvals that are needed for their research and should be done well in advance of their defense.

9. **Questions and Other Notes**
   - We have renovated the website. If you have suggestions for improvements, please let us know.
   - Students receiving Non-Resident Tuition Waivers for Excellence spring semester should be based on the numbers sent out last year that were used for this semester.
   - Acronyms in emails - We will work on a list of commonly used acronyms.