1. Welcome/Announcements - New Hires
   - Graduate Student Orientation – August 21st 1:00 PM ESLC 130
   - Non-Resident Tuition Waiver for Excellence (NRTWE) – lists were due June 1 – We need the lists as soon as possible so the registrar can get it in the system. It applies to those who are not on an assistantship.
   - Students are no longer required to have $2700 in an HSA if they want to opt out of student health insurance. Other requirements remain. Katelyn Richins (katelyn.richins@usu.edu) is the contact for graduate student insurance in Student Services. We will invite Katelyn to attend our next GPC on July 2nd.

2. Transfer Request/Degree Advancement Form, Problems with Docusign [Mike]
   - The new forms on the website will use Docusign. We have a new email address where forms should be sent, gradforms@usu.edu. The new forms should have the new address information on them. Joan will change the signature page and add it to our website.
   - The transfer form is only needed once they are enrolled. If there is a change prior to that call Erin.
   - Docusign: Emails may go to the spam folder if they are forwarded to Gmail or Yahoo accounts.
   - Adobe patch – Fields won’t load in Apple Preview. Call Bryce Greenhalgh, Mike Marino or Joan Rudd. They have a fix that can be installed on your computer.
   - Problems with Mac Preview – Some documents require Adobe Acrobat. Download form to your computer if you get an error. Manually open the form in Acrobat.

3. International Student Acceptance Deadline [Erin]
   - Acceptances must be in by mid-June. There won’t be time to get the students here if they aren’t transferring within the US.

4. Web Recruitment Update [Carlie]
   - We have a new programmer that can do minor formatting changes to websites.
   - We are moving toward Omni-update. It will be another recruiting season before it is being used though.
   - Once a month Carlie has a broadcast regarding the website enhancement project. There is an archive available.
5. **Minutes for GPC Meetings** [Ryan]
   - After this meeting’s minutes, use our website and select Faculty Resources > Graduate Program Contracts > Minutes. We are archiving minutes from previous meetings there as well.

6. **TA Workshop Information** [Ryan]
   - New information sheets will be sent Wednesday June 4th.

7. **Professional Completion Due Date, Summer Completion Dates** [Joan]
   - MS Plan C & Professional Degrees
     - Notification of Completion Requirements: June 15
   - MS Plan A & B, PhD
     - Defend by: August 8
   - Graduation Information Checklist (all degrees): August 8

8. **Questions and Other Notes**
   - Graduate Catalog: We have been updating the catalog. The website will link to specific information within the catalog and will be easier to navigate. We will also be able to update it more quickly.

   - CRM package: There are several options for which software will be purchased. The new software should remove the need for the shared drive and the process will be more automated. Students will be able to upload their documents. The new software won’t be available for this recruiting season. There may be questions about what we need to have linked directly to banner. 3 types of CRM - Admissions/Current/Alumni. Ellucian currently has an Admissions portion being looked at. They are working on the other types.

   - Working with Degree works - plan vs actual - get lists of those not on track. Dr. Inouye will talk to Adam Gleed about getting the report available to everyone.