1. Welcome/Announcements - New Hire
   - Graduate Student Orientation - August 21st 1:00 PM ESLC 130
   - New processor - Will Moss - He is working with CHASS, ACCT, CCA, and NR departments
   - Mid-term reviews, planned as part of a 5-year review cycle, will take place this Fall. The Graduate School will provide graduate program metrics to deans and departments for use in these evaluations, and for evaluating progress towards goals established in the last 5-year reviews.

2. Katelyn Richins Introduction
   - Have students email ship@usu.edu. Alternate email for campus business is katelyn.richins@usu.edu. Phone # is 797-3505. The requirements to opt out of student health insurance have changed. The deductible can be as high as $3000 now. There is a new flyer regarding the requirements that we will send out to GPCs when it is ready.

3. Editing Academic Forms with Adobe Acrobat [Mike]
   - The new committee form requires an A# to be entered by committee members.
   - Please be sure to use the forms currently on the website. If someone has started the old form, please have them start over with the new form.
   - If a program isn’t in a drop-down box contact Mike

4. Departments Initiating Automatic Program Changes [Mike]
   - If there is a program change, send the list of students affected to SGS.

5. Creating A#'s in Banner for Outside Committee Members [Erin]
   - Use the GOAMTCH screen in banner. There is an input that says “Matching Source”. Choose “WEB”. Hit CTRL-PGDN to enter information. Not all fields are required. We need the name and email address as a minimum. Birthdate is recommended. The more information you are comfortable getting the more likely that a match would come up if the person has an A# already. If the person comes up with an A#, hit ‘Select ID’ to use that one.
   - If you don’t have access to GOAMTCH, please email adam.gleed@usu.edu.
   - We will send out a report this fall listing everyone who has been on a committee previously with their A#’s.
6. **SHACOMI Training [Joan]**
- See training worksheet previously sent out
- If someone is replaced on a committee, remove them (don’t just inactivate them)
- SHICOMQ shows committees created for a student.
- The Plan/degree and active must be entered, then hit F10 and that will cover what Craig needs.
- If you don’t know which plan a student will follow, wait to enter it. Don’t enter someone as a plan A research student so they can get the research waiver then pull them out later.
- If you need access to SHACOMI, email adam.gleed@usu.edu. Please include your A#.

7. **USU 6900 [Joan]**
- Put USU 6900 Research Integrity on the program of study for Masters plan A and PhD candidates and for any other research based programs. The course must be taken by all PhD and many Masters students receiving Federal funding. It starts in just prior to fall Semester with orientation but the course is offered spring semester. We will send Russ’ flyer out when it is available.

8. **Summer Completions [Joan]**
- Lists of students completing professional and Plan C degrees in the summer must be submitted to Joan prior to June 15th. Requirements must be completed by August 8th.

9. **Questions and Other Notes**
- If you have a pdf form that appears to have information in the fields when you click in a field but the form is showing up blank, contact IT services. They have a patch that can be added to your computer. Once you have the patch there will be an option in the file menu that says “Fix Fields”.
- Nonresident Tuition Waiver for Excellence requires both the GPA and all parts of test scores to be above the college average. The student must not have enrolled prior to fall semester. New averages for next year will be calculated after day 15 of fall semester.
- Research Non-resident waivers – The student must be on the assistant ship for 0.5 FTE for the entire semester, from day 1 to the last day of the semester, and be in a MS-Plan A or PhD program.