1. **Welcome/Announcements [Mark]**
   - Please have all Graduate Students registered prior to September 15th at 5:00 PM. The day 15 reports are used for state and national reports including for funding and we need them to be complete.
   - We received $220M in research funding this past fiscal year. Faculty grants accounted for over $400,000 in tuition for graduate students
   - $1.5M in state funding – We will be using some of this funding to help graduate students get their degrees finished.
   - There is a new PhD program beginning in Aerospace engineering.

2. **Communications Team [Carlie]**
   - We have been working on faculty profiles. Faculty can display all contracts, grants, and publications without the limits found in Digital Measures. Hyperlinks work in text now. Information is entered through Digital Measures. Ezplug edits the pages. We are working to have what we do in Ezplug available in Omni-update.
   - Scholars Live More – New recruiting videos will be on the website.
   - GRTS Schedules were passed out and are available in the Graduate School office.
   - Graduate Student Passport Update – The websites are being used. We are hoping students are coming in working on the passports, including sending you an email with why they chose USU. The passport will help introduce your students to the University.

3. **Deadlines for Fall Semester [Joan]**
   - Professional and Plan C Completion spreadsheet due Oct 15
   - Last day of the semester is Dec 12

4. **MS Plan B Students: No Letter of Completion Required [Joan]**
   - We no longer need the letter of completion. The binding receipt is sufficient.

5. **Proposal Title Pages Are No Longer Required [Joan]**
   - New Thesis Proposal Form – If the student hasn’t turned in their thesis proposal cover sheet, please make sure you use the new form. If a student has already turned the cover sheet in but needed IRB approval, please submit the new form.
   - Application for Candidacy for Doctoral Degree (ACDD) Form – This form covers what we needed with the signed title page.
These forms verify that the students are getting the necessary approvals for their research including IRB, genetics, radioactive materials, and USU 6900.

IRB will accept these new forms in place of the signed title page.

6. **PDRF Recruiting [Scott]**
   - Some departments have PDRF slots to recruit for this year. These departments are being contacted via email about recruitment.

7. **Graduate Catalog Update [Richard]**
   - We have published our new graduate catalog. It is linked from our graduate school website. It is the current official graduate catalog. We have asked to have the main USU webpage catalog link updated. It has not been updated yet though. Please use the link on our website.

8. **Split Form: Separate Form for Undergrad/Grad [Richard]**
   - There are 2 circumstance where a split form is needed.
     - When a student is completing 2 undergrad programs at the same time.
     - When an undergraduate student would like to split out some of their course work toward a graduate degree. They must have a cumulative GPA >3.0, are within 30 credits of graduating and have applied to the graduate school. We have a new form on the website for these students.

9. **Graduate Faculty Roles, Supervisory Committee Approval Forms [Richard]**
   - We will need the lists of Faculty who can serve on supervisory committees. We sent out the spreadsheet to our GPC list on 9/3 after the meeting. We need the list to be able to send out Supervisory Committee Approval Forms. The lists need to be approved by the Deans.

10. **Questions and Other Notes**
    - There is a new reduced course load form on going on the OGE website. Please make sure you are using the new form. It has information about USU7777 on it. Joan needs to be contacted regarding students enrolling in USU7777.
    - TA workshops – We would like feedback about the TA workshops. What are you hearing from students? Please send feedback to Scott Bates or Ryan Olsen.
- Ellucian has come back with a more competitive pricing structure on their Recruiting software. We are hoping to have new software in place for the beginning of the next recruiting season.

- If your students are having trouble with the proper amounts not coming through on their Research waivers, email craig.kelley@usu.edu with the information.