

Graduate Student Advisory Committee  
Meeting Minutes  
Connable Board Room, The Bernhard Center  
08.13.2004

**Representatives Present:** Todd Ide (chair), Sankar Shanmugam (vice chair), Jennifer Smith (Eng.), Peter Voice (Geo Sci.), Pochiang Chen (Econ), Raluca Gera (Math), James Cawthorne (PPSE), Kurt Hayden (IME), Girish Cherkady (MBA), Doris Dirks (TLL), Andrea Kaye (Soc.)

**Guests:** Dr. Kevin Vichcales (Grad College), Janice Quakenbush (Student Affairs)

**1. The meeting was called to order at 3:03 p.m.**

**2. Introductions**

**3. Minutes approved**

- Jennifer moved, Paul Seconded. Motion passed.

**4. Report from Dr. Kevin Vichcales**

- a) Salary for the Graduate Appointees starts from August 30<sup>th</sup>; first pay check will be on September 21<sup>st</sup>.
- b) 90% of the work done regarding the GA Orientation. Also mentioned about other GA/TA department trainings.
- c) Full Assistantship Appointees should pay \$250 of \$850 towards the annual health insurance.
- d) Raluca Gera asked about the Graduate catalogue. Kevin has no definitive answer regarding how long it's going to take.
- e) Peter voice asked about the graduate enrollment for the fall, Kevin mentioned that the master's and PhD enrollment is high compared to last year.
- f) Discussed about closing down of dorms.
- g) Also mentioned about the SIS training on next week.

**5. Report from the Chair- elect (Todd)**

- a) Call for volunteers for Picnic, Student Services Fair, and CommUniverCity
- b) Handbook is completed and will be back from the JB Printing in time for distribution at the GA/DA Training and New Student orientation.
- c) There are a number of Presentations planned to promote GSAC. These include ones at GA/DA Training, English Department Training for 105 Instructors, History Grad Organization, Geology Grad Organization, International TA training, and New Grad Orientation (those with out assistantships).
- d) We will need new people to step up and serve on various committees and councils that have lost or will lose members to graduation.

**6. GSAC Sub-Committees and University Councils**

- a) Web – Sankar
- b) Public Relations – Jessica (No report)
- c) No report
- d) No report
- e) University Councils
  - i. Research Policies Council – Kurt
    - Did not meet. Next meeting is on September
  - ii. Technology and Operations Council
    - No report
  - iii. Graduate Studies Council – Todd/Marcel
    - No report

- iv. Campus Planning and Finance Council – Sankar
  - Did not meet. Next meeting is on September
- v. International Education Council – Paul
  - No report

- f) GFAC – Sankar
  - i. Jessica requested \$3000 towards the General Graduate Student Orientation Breakfast; Kurt moved to allocate \$3000, Raluca seconded, motion passed.

- g) MLK Committee (Report from Doris)
- h) CAB representative – No report
- i) WSA representative – No report

**7. Old and Continuing Business**

- a. Student Services Fair Volunteers
- b. CommUniverCity Volunteers

**8. New Business**

- a. SIS training is on August 19<sup>th</sup> from 10 am to noon
- b. Picnic Issues: GSAC members discussed about the issues regarding the moving date to the dormitories since it falls on the GSAC picnic day. Also discussed about the parking issues.
- c. Doris, Kurt & Kevin suggested sending a letter to the department chair, Graduate Advisor for the new graduate representatives for GSAC.

**9. General Announcements**

- a. Next GSAC, GFAC meeting – September 24<sup>th</sup>

Adjourned at 4:00 p.m.