

GRADUATE ADMINISTRATION ADVISORY COMMITTEE
Minutes of the September 13, 2010 Meeting

In Attendance: S. Sekel, L. Duhaime, B. Alexander, B. Minor, J. Sackfie, J. Gottli, C. Sheridan, G. Pepper.

1. News from the Faculty of Graduate Studies

- G. Pepper and C. Sheridan reported on current FGS activities:
- The FGS is working on internal revisions to the Application/Admissions process to improve the processing timelines. This includes an expanded communication plan using EXBU.
- Additional information has been added to the Faculty and Staff section of the FGS website over the summer as requested.
- Some changes have also been made to the Future Student site, new videos will be added when completed.
- Some of the Current Student website has also been modified.

2. Intellectual Property and Safety Seminar Forms

- Information regarding these is provided in the Calendar, the safety seminar requirement is also noted in the offer of admission.
- It is up to the supervisor/program to ensure that students complete these if they are required.
- B. Alexander inquired if these requirements could be dealt with in a more specific way re: if it is required of a student then the completion of it should be noted on the student record.

3. External Examiners

- The programs identified a need to share information and best practices regarding securing external examiners and arranging thesis defences.
- The FGS offered to post examples of procedures/best practices and forms to the Faculty and Staff section of the website if they were provided by the various programs.

4. External Scholarships

- The timelines and procedures for these competitions was discussed. Information regarding the external scholarships is posted for students on the Current Students section of the FGS website and for Faculty and Staff under the Faculty and Staff section of the website. A number of workshops will be offered to students. Posters and handouts will be provided.

5. Offers/Registration

- Education experienced difficulty this year with offers not being withdrawn after a defined period of time. Gail will meet with Lynn and Renee to review the problems they encountered and to identify solutions for the next year.
- The idea of tuition deposits was briefly discussed.
- FGS was asked to include as part of their follow-up emails reminders to new students to activate their Brock email address.