



2-12-2004

## Graduate Associate Deans' Group Minutes - February 12, 2004

Graduate Council

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GRADUATE DEANS' GROUP  
4<sup>TH</sup> FLOOR CONFERENCE ROOM, ANDY HOLT TOWER  
THURSDAY, FEBRUARY 12, 2004, 2:00 P.M.

Attending

Mary L. Albrecht, Jon Coddington, Joan Dolence, William Dunne, David Dupper, Charles Feigerle, Sarah Gardial, Tom George, George Hoemann, Jan L. Lee, Anne Mayhew, Robert N. Moore, Stefanie Ohnesorg, Mary E. Papke, Tammy Phelps, Kay Reed, Patrick Schuneman, Luther Wilhelm.

1. Call to Order – Bill Dunne, Chair

It was announced that Dr. Mary E. Papke is the new Associate Dean for Graduate Studies.

2. Graduate Assistantship Appointments greater than 50% FTE – Dr. Anne Mayhew reviewed policy for graduate assistantship awards.

Graduate assistantship appointments should not be made for more than 20 hours a week, which equates to 50% FTE. Only in special circumstances can additional hours be added to an appointment for a graduate assistantship. These exceptions must be approved by Dr. Mary Papke and may be granted in situations where it is determined that the academic program of the student is enhanced and not hindered by the work requirements. The request should come from the major advisor and must explain how the additional work will affect the student's progress toward the degree.

Full Disclosure of Benefits for Graduate Assistantships – Dr. Anne Mayhew

Mayhew stated that standard letters of appointment should be sent to all graduate students receiving a graduate assistantship. These letters should specifically notify them of all benefits granted to them, including a listing of all fees covered and those fees not covered by the assistantship.

A packet of information was distributed that will assist graduate coordinators in constructing these letters of appointment to prospective graduate students (Refer to Attachment 1). This information is available for graduate coordinators, department heads, and graduate secretaries on the Graduate Student Services' Blackboard site.

Patrick Schuneman, Graduate Student Senate President, recommended that Student Health Insurance details should be covered in these letters of appointment.

Mayhew also distributed a copy of a statement from the General Counsel's Office pertaining to performance and behavior standards, including termination of graduate assistantships. This statement should be given to students once they have accepted an assistantship appointment. The statement is:

This appointment is subject to satisfactory performance of your duties and compliance with the Standards of Conduct in Hilltopics. If your assistantship is terminated because of unsatisfactory work performance or for violation of the Standards of Conduct, your stipend and fee waiver will be reduced pro rata from the effective date of your termination. Any termination of your assistantship for violation of the Standards of Conduct is an addition to any disciplinary charges brought by the University.

3. Fee Waivers – Dr. Anne Mayhew

- Any graduate assistantships working 25% time is entitled to a fee waiver.
- Fee waivers are “real money” and are considered an expense for the University.
- The Chancellor’s Office has been evaluating and monitoring the allocations of fee waivers. There are a limited number of fee waivers at the university and each college has a fixed number of fee waivers. The goal of the evaluation is to reallocate fee waivers. This process is not designed to take away fee waivers.

3. New Graduate Blackboard Site – Dr. Mary E. Papke

The Graduate Student Services’ Blackboard Site has been created to provide current and updated graduate information for graduate coordinators. Please contact Graduate Student Services at 974-2475 to register for access to the Blackboard Site.

4. Other Business

The Graduate Hooding Ceremony for Spring 2004 is being held at the Thompson-Boling Assembly Center & Arena on Friday, May 7, 2004 at 6:00 p.m.

With no further business, meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Tammy L. Phelps