

**From: LaTasha Chaffin, Chair**  
**RE: Meeting Notice and Agenda**



**Graduate Student Advisory Committee**  
**PROPOSED AGENDA**  
**December Meeting**  
**Location: Bernhard Center, Room 211**  
**Date: December 9, 2011; 2:45 p.m. to 5:00 p.m.**

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**Meet and Greet**

- Refreshments begin at 2:45 p.m.

**Procedural Items**

- Welcome and Introduction

**Informational Items**

1. Chair's Reports (LaTasha Chaffin)
  - a. GSAC Fall 2011 Accomplishments
  - b. GSAC Membership and Committee Representatives Appreciation
  - c. GSAC Spring 2012
2. Vice-Chair's Reports (Ochas Pupwe)
  - a. Feedback on Forum with President Dunn
  - b. Feedback on Winter Extravaganza
3. Report from Dr. Freudenburg, Interim Dean of the Graduate College
4. Hilltop Review (Josh Berkenpas), Hilltop Review Editor

**Discussion/Action Items**

1. GFAC Reports & GFAC Items (Ochas Pupwe)
2. GSAC Camera Equipment and Portable Backup Hard Drive Proposal (Raed Salih)
3. Hilltop Review Editor Position Compensation – GSAC Budget Adjustments (LaTasha Chaffin)
4. Spring 2012 Events/Programming (LaTasha Chaffin)
  - a. Spring 2012 Welcome Event: January 13, 2012
  - b. Western Warm-Up: Thursday January 26, 2012
  - c. Valentine's Day Event: February 12, 2012 (Committee Formation)
  - d. Humanities Center Graduate Student Conference: February 24, 2012 (Jason Aiello, Josh Berkenpas, Ochas Pupwe, LaTasha Chaffin)
  - e. GSAC Member Outing
  - f. Research and Creative Activities Day: April 20, 2012
  - g. End of Semester Event

**Graduate Student Advisory Committee  
November Meeting Minutes**

**Location: Walwood Hall (E. Campus, Lot 1), Commons Room (E. Entrance) 211  
Date: November 11, 2:45 p.m. to 5:00 p.m.**



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**Meet and Greet**

Refreshments available at 2:45 p.m. Meeting begins at 3:00 p.m.

**Procedural Items**

- 1) Welcome and Introduction
  - a) Welcome by LaTasha Chaffin

**GSAC Members Present:**

LaTasha Chaffin  
Ochas Pupwe,  
Barot Aekam  
Zach Walker  
Raed Salih  
Jason Aiello  
Eric Bowler  
Drew Costello  
Marlies Hagge  
Charles Pudrith  
Mark Ferguson  
Joe Hearn  
Jancie Philippus  
Mohammed AL Amar

**Informational Items**

1. Chair's Reports (LaTasha Chaffin)
  - a. NAGPS Conference in Boulder Colorado. It was attended by I, Ochas, Mohammed, Raed, Sonnie and Angela. We made two presentations as WMU - "Excellence in Event Planning" and "Membership Recruitment and Retention Challenges. Can all those who attended the conference say something about their experience."
    - I. Ochas – It was a great experience where we learned some techniques of membership recruitment and retention.
    - II. Mohammed - It was my 4<sup>th</sup> time and a great experience.
    - III. Sonnie – We had a wonderful experience .I am interested in international student affairs, and NAGPS is active on that front.
    - IV. Raed - All in all it was a great experience.We are now working on the regional conference which will take place in Spring and Ochas is working on that.
  - b. Graduate Student Forum – forum was postponed, it will now be held on November 17<sup>th</sup>, please take flyers to post. Lunch will be provided by the Office of the President.
  - c. GSAC Support Specialist has been hired. The interviewing team unanimously agreed to hire Raed Salih.

2. Vice-Chair's Reports (Ochas Pupwe)
  - a. Winter Extravaganza- I encourage everybody to come to the winter extravaganza, please bring as many toys as you can. Registration for the event will start on Monday November 14<sup>th</sup>.
  - b. Training – I have been spending a lot of time training our new support specialist and working on moving the website to a shared drive provided by SAIS.
3. Dr. Freudenberg, Interim Dean of the Graduate College - a couple of items I wanted to bring to your attention
  - a. Enrollment has remained steady over the years with some colleges recording marginal increases in enrollment.
  - b. I noticed on the agenda that Aekam will be reporting on travel grants, but just to mention, The Research Committee has made the first round of awards, and we have just closed applications for next round, in which we have received 28 applications.
  - c. We are working with Financial Aid Office to give talks to students on changes in subsidized loans, these are federal changes, and we want the Graduate College and Financial Aid offices to make students aware of what to expect.
4. Hilltop Review (Josh Berkenpas), Hilltop Review Editor
  - a. We are waiting for editorial board to rank papers.
    - I. By the week of December 5 we should be distributing the issue for this semester.
    - II. Scholarworks – It is good and is working. Go to scholarworks.wmich.edu for information .
5. Graduate Student Research & Travel Grant Committee Report – (Aekam Barot)
  - a. I encourage you guys to apply, if an application is good they are going to fund it. In a lot of departments the word doesn't spread well.
  - b. We are working on streamlining the application process even further.
  - c. Dean - we could simplify it more than it currently is.
  - d. I was shocked to see people make simple mistakes, please follow page limit rules, and make sure to get a letter from your advisor.
  - e. Another important issue is the student must be the PI.
  - f. Don't overinflate prices, think logically because the budget is critiqued, be reasonable, write for a general crowd, have someone in your field read it.
  - g. Another important issue is, try to make your proposal as quantitative as you can.
  - h. Raed - some conferences do support online presentations. In this case you don't travel, can the grants support this?
  - i. Dean – if it falls in the heading research dissemination, it can be considered.
  - j. Raed - this affects international students because they can't always travel due to visa issues.
  - k. Mohammed - I advise all those intending to apply to see someone who has had funding, to learn on how they have written their proposal.
  - l. Dean you think a session like that would be helpful.
  - m. Latasha - yes.
  - n. Dean I will take note of that.
6. Technology Policy (Jason Aiello), GSAC Representative- AIT Council
  - a. Data Security – there is a huge push for data security, there is a huge risk of losing data and we should all be conscious and careful. If you have data on your laptop you need encryption software for it,
  - b. Dean - what about a university owned desktop used for teaching assistants
  - c. The ideal would be to contact OIT to advise on securing it.
  - d. OIT checks for 3 things, virus software, torrents, and the operating system you are using.

- e. Finally, they are looking on using e-books, are we interested in that ?, please participate in the survey over this issue.

### Discussion/Action Items

1. GFAC Reports (Ochas Pupwe)  
Student Academy of Audiology – asking for operational expenses \$600,  
Recommendation – Partially Fund  
Vote – \$200 **(Y)** ~~(N)~~ ~~(A)~~;  
Clinical Psychology GSO– Application was not considered because no representative showed up to present it to GFAC.  
Society of Critical Thinkers – asking for operational expenses \$600. Event funding \$3,000  
Recommendation – Fully Fund  
Vote – \$600 **(Y)** ~~(N)~~ ~~(A)~~; Vote – \$3,000 **(Y)** ~~(N)~~ ~~(A)~~  
Malaysian Student Association – asking for Malaysian Night event funding \$1,652  
Recommendation – Fully Fund  
\$1,652 **(Y)** ~~(N)~~ ~~(A)~~
2. Survey Results (LaTasha Chaffin) - We want to be data driven, we sent out a survey asking for your input on various issues. I want to share the results with you.
  - a. 88 percent like the current meeting structure and say it works well,
  - b. A good majority support making an amendment to gfac meetings, so as to drive participation to gfac meetings, and give an informational report to gsac.
3. Student conduct policy, - (LaTasha Chaffin) we are trying to look at the policy of what happens when a student is accused of academic dishonesty. Does the student have representation, who is the accuser and who delivers the final verdict? What’s the students appeal process. How many agree we should look into this:  
Vote: **(Y)** 11 (N) 0 **(A)** 4
4. GFAC Amendment. – Ochas Pupwe  
Following the survey and the recommendation of GFAC, we are proposing a change to the constitution to allow GFAC to make final decisions on applications and GSAC to just be informed. The amendment will read as follows:  
“The purpose of the GFAC shall be to deliberate and decide on the equitable distribution of the portion of the Graduate Student Assessment Fee (GSAF) allocated to the GSAC. The GFAC shall have the final mandate to decide on the distribution of these funds to graduate and undergraduate student organizations and programs that enrich the academic, cultural, social, and professional experiences of the graduate student community. GFAC funding determinations shall be reported in GSAC meetings as an informational item”
  - a. Aekam – GFAC will have too much power
  - b. Ochas WSA has a small committee that makes final Approval.
  - c. LaTasha – Chris can you guide us on this
  - d. Chris – WSA has a committee of 11 that makes final decisions.

LaTasha – It seems the general consensus is that we should relook at this issue and present it in a later meeting.

**Any Other Business**

**Adjournment 5:05 pm**