



**Graduate Student Advisory Committee
Meeting Agenda**

July 10, 2009 3:00 pm

Connable Board of Trustee Room (201) – Bernhard Center

1. Call to order: 3:03
2. Introductions
3. *Approval of the Agenda for 7/10/09: Stephany, Lotfi
4. *Approval of Minutes from 6/12/09: Alisia, Stephany
5. Report from the Dean of the Graduate College – *Dr. Lewis Pyenson*:
6. Report from the Chairperson – *Brandi Pritchett*

Board of Trustee Updates (pgs. 7-8) Had last Thurs. Tuition increase (again) of 5.7% undergrad and closer to 6% for graduate students. New prices: \$401.61 per credit hour for residents and \$850.62 per credit for non-residents. Higher this year, but overall still lower than most institutions. See Brandi if you would like details regarding the university budget. State funding was a decrease which was a factor in the decision. There was been an increase in enrollment (at the freshman level). Pay schedule has changed. The change does not change our overall pay. However, each pay check may be a different amount (i.e., the consistency has changed. It is similar to an hourly rate). No pay check Aug. 10. (Last check in July). Aug 24 is a partial check (1 week). First full pay check Sept 7. January 11 is first pay check for spring term. Brandi will learn more details regarding the reasoning later. Insurance: Student rate after subsisted \$789 (65.75 increase per check increase). More details contact Brandi.

b.2009-2010 Budget Discussion (pgs. 4-6)

We do have money left over – because of SAP increase which almost doubled the GSAC money. There is \$32,000 left from last year. There will be a few new things to the budget this year. The travel supplement will be increased in usage – because it was used so well. CommUniverCity budget has decrease this year – do to left over tickets from last year (700 tickets). The Hilltop Review is back! Therefore, it has been added to the budget. This year will be both electronic and hard copy of Hilltop Review. More money will be put into the fall events – to increase momentum and feedback. Summer I and II has been added as separate lines in the budget. The new GSAC Scholarship/Recognition program has been added to the budget. This is to reward students for participation on GSAC and to assist in professorial development for graduate students. The budget for the public relations has been increased so that we can have better trinkets and new brochures. The NAGPS budget increase to allow more students to go and the monthly meeting budget increase for yummy food for more people after the meeting. Suggestion: fund for support of graduate student in dire need. (Brandi likes the idea – but determining the criteria will be difficult and might need a group to make the decision). Another suggestion: like insurance program idea where you buy into the “fund”. All of GSAC money comes from directly from the university – so this would be difficult for the insurance program idea. Look into other GSAC programs to see what they are doing. Food bank idea will be looked into.

c. Preview to 2009 Graduate Student Survey

Alyssa has been working hard to finish the analysis of the results. Several very positive comments were given as part of the survey feedback. People are happy with the advocating work done by GSAC. A continuing to effort will be made to extended university programs. A specific survey/assessment will be given to extended university programs & willingness to pay assessment fees (which they currently do not). There are liaisons from the extended university programs – but they cannot come to the meetings. However, they are sent the minutes and improvements could be made in strengthen this relationship. Morale issues have been made/seen on the survey. These have been brought to Dr. Dunn for consideration and this will continue to happen. See Brandi for more details if interested. The point here is to find themes to better avocation. Communication: people tend to be confused on what GSAC does.

d. Research & Travel Grants Final Announcement (*handouts*)

Funded by Grad college. There have been changes. Originally 3 cycles but there are now 4 cycles. You can get retro-funds. The September date was maintained to handle the summer travel/research grants. The other issue was enrollment. You must be enrolled when you applied – but not necessarily when the research happens. Check the application for details. Workshops will be available to help fill out the paper work and be more competitive.

7. Reports from GSAC Sub-Committees

- a. *Graduate Financial Allocation Committee (8) – *Joel Raveloharimisy, Brandi Pritchett, Nayane Udawatte, Greg Laing* **(NEEDS 4 ADDITIONAL MEMBERS)**
There are two proposals – but lacking available members to deliberate. Both events have been previous sponsored by GSAC. Email will be sent regarding the proposals and please provide feedback.
 - i. Report from the GSAC Treasurer – *Joel Raveloharimisy*
 - b. Public Relations Committee (3) – *Kazuhiro Iwamoto, Svetlana Stone, Krystal Bresnahan*
 - c. Web Site/Blog Committee (3) – *Joel Raveloharimisy, Stephany Coffman-Wolph*
 - d. Research and Publication Committee (4) – *Lothi Benothmone, Chris Triezenberg, Isle Anne Schweitzer*
8. Reports from University Councils and Committees
- a. Graduate Studies Council (2) – *Brandi Pritchett, Joel Raveloharimisy*
 - b. Research Policies Council (2) – *Greg Laing* **(NEEDS 1 ADDITIONAL MEMBER)**
 - c. International Education Council (1) –
 - d. Campus Planning and Finance Council – *Ashley McKinney* *(THANKS ASHLEY ☺)*
 - e. University Accreditation Committee (8) – *Brandi Pritchett* (Steering Committee), (Student Learning Committee), *Phyllis Haugabook* (Mission and Integrity Committee), *Greg Laing* (Preparing for the Future Committee), *Stephany Coffman-Wolph* (Acquisition, Discovery, and Application Committee), (Acquisition, Discovery, and Application Committee) **(NEEDS 4 ADDITIONAL MEMBERS)**
 - f. Graduate Student Research and Travel Awards Selection Committee – *Stephany Coffman-Wolf (Sep.), Imad Zyout (Nov.)* **(NEEDS 2 ADDITIONAL MEMBERS)**
 - g. President’s University Sustainability Committee (1) – **(NEEDS 1 MEMBER)**
 - h. ICES Online Communications Plan Committee (1) – *Zach Sullivan*
 - i. East Campus Task Force (2) – *Joel Raveloharimisy* **(NEEDS ONE ADDITIONAL MEMBER)**
 - j. MLK Committee (1) – **(NEEDS 1 MEMBER)**
 - k. Committee for Developing Leadership in Diversity, Social Justice, and Inclusion (2) – *Katya Gallegos, Kristy Niblock*
9. Reports from WSA, CAB, and TAU
- a. WSA – *Nate Knappen* *(WSA President)*
 - b. CAB – *David Van Deusen* *(CAB President)*
 - c. TAU – *Jamie McCandless* *(TAU Representative)*
10. **Departmental Reports**
Question: How many reps per department? Answer: 5. If any students would be at all interested, please direct them towards Brandi. GSAC is always interested in any students interested. Department reps should work hard to take the information back to their departments.
11. Unfinished Business
- a. Focus Group with University Libraries
Last month the meeting was held at the library. This was an excellent dialog. Thanks to all members who made the meeting. It was an excellent meeting. See minutes for content. Big issues: extending alumni privileges (very complex issue involving the university), borrowing privileges for non-DA/GA (discussions have begun & including high levels), increase attendance at workshops (library will be having a retreat soon to discuss further), and resource distribution (being looked into, current pilot at Education library).
12. New Business
- a. CommUniverCity (Sept 19, 4-6 tailgate, and kick-off 7). Menu adjusted slightly. Envelope stuffing in August at Roadhouse. Volunteers please come! Let Brandi know if you can make it to help. This is a very big GSAC/graduate student event. Participation is high – 700 tickets. A good networking event!
 - b. Departmental Orientations
Second year for this. Coming up – if you are interested contact Brandi. There is a list of talking points (presented next month).
 - c. Fall/Winter Professional Development & Social Events – August meeting for discussion/ideas!
 - d. GSAC Award & Scholarship Program and Reception
13. Student Concerns (Open Floor)
14. General Announcements and Briefs
- a. Announcements for the Good of the Order
 - b. Next GFAC and GSAC Meetings: **August 14th, September 11th, October 9th**
15. General Discussion: “The State of Graduate Education”
16. Adjourn: 4:14



Graduate Student Advisory Committee
Meeting Agenda
June 12, 2009 12:00 pm
Waldo Library – Meader Room

Representatives Present: Brandi L. Pritchett (Chairperson), Nayane Udawatte (Chemistry), Mary Devadas (Chemistry), Tanya Douleh (Psychology), Benito Hall (Marketing), Cheyla Milo (CECP), Katya Gallegos (Teaching, Learning, Ed. Studies), Zach Sullivan (Health, Physical Ed. & Recreation), Lotfi Ben Othmone (Computer Science), Stephany Coffman-Wolph (Computer Science),

Guests Present: Scott Garrison (Associate Dean of University Libraries), Barbara Cockrell (Associate Dean University Libraries), Michele Behr (Associate Professor of University Libraries)

17. Call to order: 3:08
18. Introductions
19. *Approval of the Agenda for 6/12/09: Postponed until July 10, 2009
20. *Approval of Minutes from 5/08/09: Postponed until July 10, 2009
21. Report from the Dean of the Graduate College – *Dr. Lewis Pyenson*: No Report
22. **Report from the Chairperson – Brandi Pritchett**

a. **Focus Group and Luncheon w/ Waldo Library Staff – Michele Behr** opened the discussion by sharing the outcomes of the discussion that she had with Brandi back in early April regarding library services for graduate students. As a result of this discussion Brandi began to look into other universities and what their borrowing privileges are. She stated that WMU is doing well and that while there is great room for improvement we should commend our current library personnel for their work. Brandi then shared her primary concerns (1) extending resources such as interlibrary loan, etc. to graduate students beyond graduation for an extended period of time – currently it is 6 months (2) awarding the same borrowing privileges to graduate students without funding as those that have acquired funding (3) expanding the interlibrary loan services and updating the on-line full link journals to include more resources. Cost for resources and bronco net id/password is a bigger issue than it appears with respect to extending library resources to alumni. Currently we access library privileges through our bronco net id status and once one graduates they no longer have that access after a short period of time so extending resources beyond graduation would also include working with O.I.T and other departments. Currently there is a guest borrower program for WMU alumni and PhD graduates have lifetime borrowing although it is of no benefit to them if out of the local area. Since it is unlikely that alumni would be awarded full access to all library resources, it was asked if it would be useful to have access to selected databases (e.g. Proquest – online tool but generic search database). Another topic of discussion was how to boost attendance at library workshops. Video tutorials, webpages, newsletters, a GA/DA position for a liaison, and greater communication with faculty to have required workshops in classes or at minimum a statement in the syllabus that outlines the relevance to course material were all suggestions offered. Someone also suggested having a drop off service where the library would allow for grad student to request a book and it get delivered in campus mail. Likewise, a preparation service that would allow for a grad student to request a book and the library staff locate it and hold it for pick up at the circulation desk. The ed. Library is currently piloting this service.

NEXT STEPS: Would it be possible to survey the research needs of grad students in an effort to find out what journals they would need to access (full text electronically), if interlibrary borrowing time is too short (currently 2 weeks) would they access a pick up/drop off service, what would increase their participation, what resources do they need, etc.). Development of the top 10 things grad students need to know about library (e.g. can request to buy a book, can recheck out up to 3 times, etc.)

Brandi will follow up with Scott Garrison, Michele Behr, and Barbara Cockrall about these issues and determine how to proceed.

b. **2009-2010 Budget Discussion** – There was a short discussion about budget for the 2009-2010 school year. Brandi shared the hold up in setting a solid budget as she is trying to figure out the best way to incorporate an incentive/awards program for active GSAC membership because a lot of students have provided feedback related to this issue. She will be meeting with Chris Sligh (SALP) and Melissa Green

(SALP) to iron out possible options. It was suggested that the GSAC host an awards or recognition ceremony honoring active members. It was also suggested that the GSAC support funding for conferences or research. Others were not as enthusiastic about this suggestion as some of them wouldn't benefit from such an incentive. Brandi will report to the GSAC membership following her meeting with SALP and request that the GSAC vote via email on the budget.

23. Reports from GSAC Sub-Committees – *ALL POSTPONED until July 10, 2009*
 - a. *Graduate Financial Allocation Committee (8) – *Joel Raveloharimisy, Brandi Pritchett, Nayane Udawatte, Greg Laing (NEEDS 4 ADDITIONAL MEMBERS!)*
 - i. Report from the GSAC Treasurer – *Joel Raveloharimisy*
 - b. Public Relations Committee (3) – *Kazuhiro Iwamoto, Svetlana Stone, Krystal Bresnahan*
 - c. Web Site Committee (3) – *Joel Raveloharimisy*
 - d. Research and Publication Committee (4) – *Lothi Benothmone*
24. Reports from University Councils and Committees
 - a. Graduate Studies Council (2) – *Brandi Pritchett, Joel Raveloharimisy*
 - b. Research Policies Council (2) – *Greg Laing (NEEDS 1 ADDITIONAL MEMBER!)*
 - c. International Education Council (1) – *Kazuhiro Iwamoto*
 - d. Campus Planning and Finance Council – *Vacant (NEEDS 1 MEMBER!)*
 - e. University Accreditation Committee (8) – *Brandi Pritchett (Steering Committee), Svetlana Stone (Student Learning Committee), Phyllis Haugabook (Mission and Integrity Committee), Greg Laing (Preparing for the Future Committee), Stephany Coffman-Wolph (Acquisition, Discovery, and Application Committee), John Kusku (Acquisition, Discovery, and Application Committee) (NEEDS 1 ADDITIONAL MEMBER!)*
 - f. Graduate Student Research and Travel Awards Selection Committee – *Kamleshkumar Suthar*
 - g. President's University Sustainability Committee (1) – *Daniel Seidling*
 - h. ICES Online Communications Plan Committee (1) – *Joel Raveloharimisy*
 - i. East Campus Task Force (1) – *Joel Raveloharimisy*
 - j. MLK Committee (1) – *Vacant*
 - k. Committee for Developing Leadership in Diversity, Social Justice, and Inclusion (1) – *Katya Gallegos*
25. Reports from WSA, CAB, and TAU – *ALL POSTPONED until July 10, 2009*
 - a. WSA – *Nate Knappen (WSA President)*
 - b. CAB – *David Van Deusen (CAB President) UPDATING: Adrian Light*
 - c. TAU – *Jamie McCandless (TAU Representative)*
26. **Departmental Reports – Postponed until July 10, 2009**
27. Unfinished Business – *Postponed until July 10, 2009*
28. New Business – *Postponed until July 10, 2009*
29. Student Concerns (Open Floor) – *Postponed until July 10, 2009*
30. General Announcements and Briefs –
 - a. Announcements for the Good of the Order
 - b. Next GFAC and GSAC Meetings:
31. General Discussion: “The State of Graduate Education”
32. Adjourn:

GSAC 2009/2010 Proposed Budget**% of Budget****Budget 09/10**

Summer II Transfer	4%	(\$6,000.00)
Fall Transfer	34%	(\$58,192.16)
Spring Transfer	33%	(\$56,106.38)
Summer I Transfer	8%	(\$13,778.14)
Sweep Allocations	2%	(\$4,000.00)
08/09 Residuals	19%	(\$32,000.00)
Contributions/Misc Income	0%	\$0.00
Total Revenue	100%	(\$170,076.68)

Programs:

Professional Development Day	1.8%	\$3,000.00
Research Day	1.8%	\$3,000.00
Grad Student Travel Fund	5.9%	\$10,000.00
CommUniverCity	8.8%	\$15,000.00
Hilltop Review Publication	1.5%	\$2,500.00
Winter Events	7.1%	\$12,000.00
Fall Events	7.1%	\$12,000.00
Summer I	1.2%	\$2,000.00
Summer II	1.2%	\$2,000.00
GSAC Scholarship/Recognition Program	10.6%	\$18,000.00
Subtotal Programs	46.7%	\$79,500.00

Organizational Expenses:

Lobbying Efforts/ Travel	2.9%	\$5,000.00
T-Shirts/Public Relations	2.4%	\$4,000.00
Professional Development	0.9%	\$1,500.00
Grad. College Speaker Series/Operational Exp.	5.9%	\$10,000.00
Computer Support	0.3%	\$500.00
NAGPS Annual Conference	2.9%	\$5,000.00
Telephones	0.4%	\$600.00
Postage	1.4%	\$2,300.00
Office Supplies	0.2%	\$400.00
GSAC Monthly Meetings	1.8%	\$3,000.00

Use Tax	1.2%	\$2,000.00
Miscellaneous	2.5%	\$4,279.68
Subtotal Operational Expenses	23%	\$38,579.68
Support to Student Programming:	31%	\$52,000.00
Subtotal Support to Student Programming	31%	\$52,000.00
Additional Programs for 2009/10		
N/A	0%	\$0.00
Subtotal Additional Programs	0%	\$0.00
Total Expenses	100.0%	\$170,079.68

GSAC 2008/2009 Budget	% of Budget	Budget 08/09
Summer II Transfer	4%	(\$6,000.00)
Fall Transfer	42%	(\$58,192.16)
Spring Transfer	41%	(\$56,109.38)
Summer I Transfer	10%	(\$13,511.14)
Sweep Allocations	3%	(\$4,000.00)
Contributions/Misc Income	0%	\$0.00
Total Revenue	100%	(\$137,812.68)

Programs:

Professional Development Day	2%	\$3,000.00
Research Day	2%	\$3,000.00
Grad Student Travel Fund	7%	\$10,000.00
CommUniverCity	12%	\$16,500.00
Winter Events	12%	\$16,000.00
Fall Events	9%	\$12,500.00
Subtotal Programs	44%	\$61,000.00

Organizational Expenses:

Lobbying Efforts/ Travel	4%	\$5,000.00
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T-Shirts/Public Relations	1%	\$1,500.00
Professional Development	2%	\$3,000.00
Grad. College Speaker Series/Operational Exp.	7%	\$10,000.00
Computer Support	0%	\$500.00
NAGPS Annual Conference	4%	\$5,000.00
Telephones	0%	\$600.00
Postage	1%	\$2,000.00
Office Supplies	0%	\$400.00
GSAC Monthly Meetings	1%	\$1,300.00
Use Tax	1%	\$2,000.00
Miscellaneous	3%	\$3,512.68
Subtotal Operational Expenses	25%	\$34,812.68
Support to Student Programming:	30%	\$42,000.00
Subtotal Support to Student Programming		\$42,000.00
Additional Programs for 2008/09		
N/A	0%	
Subtotal Additional Programs		\$0.00
Total Expenses	100%	\$137,812.68