



Graduate Student Advisory Committee Meeting Agenda

October 8, 2009 3:00 pm
Emeriti Lounge – Walwood Hall 2nd Floor

Representative Presents: Brandi Pritchett (Chair), Joel L. Raveloharimisy (Vice Chairperson), Tova Samuels and Clara Adams (Chemistry), Krystal Bresnahan and Stephanie Ruhl (Communication), Greg Laing (English), Justin Robinson (Geography), David Tannor (Mathematics and Statistics), Mohammad AL-Amar (Physics), Tanya Douleh (Psychology), Kristy Niblock (Sociology), Benito Hall (Marketing), Alicia Austin, Joe Johnson, and Cheyla Milo (Counselor Education and Counseling Psychology), Dev Apyio (Educational Leadership, Research and Technology), Katya Gallegos (Teaching, Learning, and Educational Studies), Zach Sullivan (Health, Physical Education and Recreation & TAU), Lofti Benothmore and Stephany Coffman-Wolph (Computer Science), and Umair Ahmad (Electric and Computer Engineering).

Guests: Melissa Green (DSA), Dev Apiyo (DSA), Naidra L. Walls (MBA & Career & Student Employment Services), Angela Rhone and Eryn Richmond (Industrial and Manufacturing Engineering), Randal James (History), Amanda Torrens (Communication), Mauren Savage (Communication), Katie Reno (Communication), and Dani Reynolds (Music)

1. Call to order: 3:00 PM
2. Introductions
3. *Approval of the Agenda for 10/09/09: Lofti (Moved), Stefanie (Seconded)
4. *Approval of Minutes from 9/14/09: Stephanie (Moved), Stephanie (Seconded)
5. Report from the Dean of the Graduate College – *Dr. Lewis Pyenson*:
Dr. Pyenson mentions the deadline for the different fellowships given by the Graduate College. An update about the Travel and Conference Grant committee meeting was given. He encourages students to apply because the chance of getting a funding is very high. A report about the PhD degree at WMU given: 75 students filed for an audit for PhD degree for this semester, the largest number to file in any graduation at WMU. About 100 students per year get a PhD degree from WMU. Even though the number of graduates is small, it still shows the active involvement of students and faculty and Graduate College staff in helping students to succeed. We produce over hundred PhDs per year and significant number of students for Masters Degrees. We are comparable to other universities in term of providing new graduates. He asked students to submit their comments about the strategic plan proposal for the graduate studies. The final draft should be in place by January 01, 2010. The Provost can be invited to present the strategic plan to the GSAC.
Brandi emphasizes the importance of voicing graduate students' opinion about the strategic plan. It was suggested to prepare a draft response and share with GSAC members and have the Provost to come
6. Report from the Chairperson – *Brandi Pritchett*
Brandi announced few changes in holding the GSAC meetings so we can finish everything within the 2 hours we meet. Zach and Christelle went to Washington DC for the Legislative Action Day. Zach presented reports about their meetings with MI legislators. The legislators from our district recognized the efforts to visit them. Christelle emphasized and presented WMU identity and concerns.
7. Unfinished Business
 - a. Fall Events and Opportunities – [pg. 7](#) Brandi presented the Fall Events and Opportunities.
 - b. GSAC Scholarship/Awards Reception: meeting for the committee Wednesday 20th at 7 pm.
 - c. Advocacy: The Branco ID survey will be emailed to students for one month to assess the issue before presenting it to the administration. Report was given about The National City Bank that charges a fee for cashing money for students who are not the Bank's customer. Cashing policy \$10.00 stands for non-The National City Bank customer for a check of \$200.00 and more. GSAC should request the removing the

fee for check provided by WMU for non-The National City Bank members. The meeting will be in Wednesday October 14, 2009.

Library Membership Advocacy: two different hours are available (until midnight before the midterm, and after 3 pm after that). There will be a change in the borrowing privilege for graduate students to make it the same for all students regardless of students funding status; there will be a pilot project about placing requests at the Waldo library and the library staff will look for the books for students. Clara and Brandi provided report about Arcadia Creek/Event Center Development Focus Group that was held on October 2, 2009. The panel supports the project of 81 million dollars. There is 1% tax for restaurant and hotel to fund the project. Naidra raised the issue about the community involvement in the decision. Zach raised the concern that WMU will not be able to control the use of the center for the benefits of WMU. Justin Robertson cautions that we should be careful in supporting the project because it is not clear about the management of the profits and the way handling the loss. Those who spoke voiced their concerns about this project whether it is beneficial to WMU or not. Proposition was made to invite Arcadia/Event Center Development Leaders to present at GSAC.

- d. Next meeting will be on Nov. 20th at the Chemistry Building or Spraw Tower on the Conference Room. Food: the GSAC members suggest for more food, salads and healthy food, cake were suggested.
8. Reports from GSAC Sub-Committees –
- a. *Graduate Financial Allocation Committee (8):
 - i. The following proposals were approved and passed:
 1. Pakistan Student Association: \$2,500.00 for the MELA event on Nov. 14th, 2009
 2. Music Graduate Students: \$55.00 for 2009-2010 operational expenses, \$400.00 for “The 21st Century Musician” event on April 16, 2010, and \$1,200.00 for the “Music and Entrepreneurship Workshop” event on January 16, 2010.
 3. History Graduate Student Organization: \$455.00 for 2009-2010 operational expenses
 - ii. The amendment of the GSAC Funding Guideline (cf. pp. 5-7) is presented. It is moved by Mohammad and Lofti, seconded by Greg and unanimously approved by the GSAC members.
 - iii. Report from the GSAC Treasurer: N/A
 - b. Public Relations Committee (3)
 - c. Web Site/Blog Committee (3): Joel reported that the new website is up and some improvements are still necessary. It is an ongoing project.
 - d. The Hilltop Review Editorial Board (4): Lofti reported that the Hilltop Review Editorial Board is working on the selection of the papers and art works submitted by the students.
 - e. Michigan Association of Graduate and Professional Students (MAGPS) (4) **NEEDS 2 MEMBERS**: Alyssa is the Chair. Information about the MAGPS can be found at <http://www.gsc.student.mtu.edu/mageps>. **March 6,7** . The purpose of the summit is to bring all graduate schools in Michigan to have the same voice. It was suggested that the University of Michigan should pay for the costs involved in the summit.
9. Reports from University Councils and Committees
- a. Graduate Studies Council (2): a brief report about the last meeting was given by Brandi.
 - b. Research Policies Council (2) - **NEEDS 1 MEMBER**: students were informed to check the new policy on access to email addresses for research.
 - c. International Education Council (1): N/A
 - d. Campus Planning and Finance Council: N/A
 - e. University Accreditation Committee (8) – **NEEDS 6 MEMBERS**: N/A
 - f. Graduate Student Research and Travel Awards Selection Committee (4) – **NEEDS 1 MEMBER**: we have graduate students to sit in the committee for the four cycles.
 - g. President’s University Sustainability Committee (1) – **NEEDS 1 MEMBER**

- h. ICES Online Communications Plan Committee (1): improvements are being made in the program to provide better service for students and especially for TAs (e.g., TAs' evaluation). Zach emphasized the importance of the evaluation for the interests of TA
- i. East Campus Task Force (2) – **NEEDS 1 MEMBER:**N/A
- j. Diversity & Inclusion Committee (1) – **NEEDS 2 MEMBERS:** N/A
- k. Committee for Developing Leadership in Diversity, Social Justice, and Inclusion (2): The Committee for Leadership in Diversity, Social Justice and Inclusion (LDSI) composed of faculty, staff and GSAC representatives, assists the Office of Diversity and Inclusion in meeting the goals established in the Diversity and Multiculturalism Action Plan (DMAP). The first LDSI meeting was on September 23 and the second on October 8, 2009. It was decided that the committee will not sponsor additional WMU participation in the ERACCE antiracism training workshops. Instead, in an effort to put into action what was learned during the 2 1/2 day workshops offered between 2007-2009, WMU through ODI will be piloting learning communities. These learning communities will be charged to develop curriculum, policies and practices that respond to the themes of the RACE exhibit (upcoming Fall 2010) using the goals and objectives of the DMAP. Teaching assistants will be invited to join the learning communities as participants. GSAC will contribute in the organization of The Real Talk Diversity Series, another initiative of the ODI that aims to improve students' involvement in diversity issues (Report submitted by Katya Gallegos, GSAC representative in the LDSI Committee).
- 10. Reports from WSA, CAB, and TAU
 - a. WSA – *Nate Knappen (WSA President)*: N/A
 - b. CAB – *(CAB President)*: N/A
 - c. TAU – *(TAU Representative)*: prepares for the next 2 years contract negotiation, and need membership for healthcare committee, communication, membership. Zach emphasized the importance of the having a steward in each department.
- 11. **Departmental Reports: N/A**
- 12. New Business
 - a. Spring programming planning: Brandi asked the GSAC members to give more ideas about activities for the Spring 2010.
- 13. Student Concerns (Open Floor): Tova voiced concerns about GSAC policy—the deadline for the GFAC application. RSOs were encouraged to pay attention to the deadline to avoid delay (Joel Raveloharimisy)
- 14. General Announcements and Briefs
 - a. Announcements for the Good of the Order: N/A
 - b. Next GFAC and GSAC Meetings: November 20th, December 11th, January 8th
- 15. General Discussion: “The State of Graduate Education”
- 16. Adjourn:5:19

Amendments to Graduate Financial Allocation Committee (GFAC) Funding Policies and Applications

II. GENERAL RULES AND GUIDELINES

1. In accordance with the University Policy on Discrimination, funding shall not be determined on the basis of race, sex, religion, national origin, color, sexual orientation, marital status, handicap, age, height, weight, or veteran status, **or medical conditions.**
2. The receipt of Student Assessment Fee (SAF) funds should not be misinterpreted as meaning that funded organizations are part of or controlled by Western Michigan University, that the University is responsible for the organizations' contracts, acts, or omissions, or that the University approves or disapproves of the organizations' goals and activities.
3. Requests for funding of events/projects **or operational budget**, which do not benefit the graduate student community, or which benefit only a few individuals in the graduate student community, will be denied funding. Undergraduate Registered Student Organizations may apply to the GFAC for funding if graduate students participate in the organization or if the funded event or project will benefit a substantial number of graduate students. **We reserve the right to cap the funding of non-Graduate RSOs up to \$2,000.00 for events and \$400.00 for operational budget per academic year.**
4. Event funding should be sought in advance of the proposed event or program. Requests for reimbursement of an event or program that has already taken place will be denied.
5. All University and legal requirements regarding the disbursement and use of SAF funds will be enforced. All approved funding requests are subject to review by University Risk Management to determine GSAC/SAF/WMU liability. If the funding requests are found to have significant risk, the sponsoring group will be required to take additional steps necessary to absolve GSAC/SAF/WMU of any liability. Failure to comply with this request will result in the denial of funds. The Graduate Assistant for RSO Finance will make the actual transfers and will work with the Chairperson of the GFAC to ensure compliance.
6. Any student organization wholly or partially funded by the SAF must include on all publications and promotional material (radio, television, newspapers, flyers, etc.), other than classified advertisements, the words: Student Assessment Fee Funded or SAF Funded. The absence of this message will be considered a misuse of funds and will be dealt with through the suspension of future SAF funding. Student Assessment Fee Funded or SAF Funded must appear with/on any item funded by the GSAC. The GSAC logo must also appear on all promotional materials for any event for which the GSAC has provided funding. Logos can be found on the GSAC website.
7. All organizations must submit electronic or paper copies of any promotional materials to the GSAC, clearly demonstrating that the SAF phrase and GSAC logo are present. Failure to do so may result in the denial of future funding.
8. All RSOs requesting funding from the GSAC are required to attend a Financial Managers Workshop offered by the RSO Financial Advisor in the Office of Student Activities and Leadership Programs. Further information about these workshops can be found at: <http://www.rso.wmich.edu/resources/financial> or through contacting the Office of Student Activities and Leadership Programs.

9. Annual caps on funding will be \$500 for operational expenses and \$2,500 for events per RSO. Organizations may seek funding for multiple proposals, as long as they do not exceed these annual caps.

10. Under no circumstances will GSAC funds be transferred to a student account at a bank outside of the University. GSAC funds will only be transferred to an existing University account.

11. Organizations should not rely on the GSAC as the sole source of funding. Other alternatives are encouraged to assure adequate program funding (e.g. dues, fundraising activities).

12. An organization that has project or program costs that exceed \$1,000.00 should show some generation of income to offset the cost of the project or program.

13. All requested funds must be broken down in the form of a line item budget. If an approved line item comes in under budget and another approved line item goes over budget, then the remaining funds may be shifted to cover the shortfall. No left over funds may be used for an unapproved item or service.

14. Requests for funding of capital equipment will be examined against the criteria that the equipment is central to the RSOs overall mission and that the equipment needs are beyond those normally supplied by the university. In addition, the GFAC will weigh the past and future stability of the RSO in the decision to allocate such funds.

III. FUND USE RULES AND GUIDELINES

1. Funds may be used for activities, programs, and expenses incurred in the planning, organizing, and implementation of activities or programs **such as; food and beverages for the meetings, office supplies, and promotional products.**

2. Operational Expenses should be used to offset the expenses of activities that occur on a regular or continuous basis (i.e. monthly meetings) or general office supply expenses.

3. No funds may be **awarded** for the personal benefit of individuals or private corporations, charitable organizations or programs, financing political candidates and/or campaigns, religious purposes (i.e. worship, devotional exercises, proselytizing), or to finance any activity contrary to the laws of the State of Michigan and/or the Federal Government.

4. Funds are expected to be expended only for items budgeted for and approved by the GFAC. Misuse of GSAC allocated funds may result in the suspension of future SAF funding.

5. **Funding for food and beverage for the operational budgets will not exceed 50% of the total amount of the request and not more than \$200 for non-Graduate RSOs or \$250 for Graduate RSOs per academic year.**

6. **Funding for food and beverage for special event, meeting, speaker, presentation, banquet, or function will not exceed 50% of the total amount of funds requested of the GSAC and not more than \$1,250.00 for Graduate RSO or \$1,000.00 for non-Graduate RSO per academic year.**

7. Funding for promotional apparel may not exceed \$500 per academic year for Graduate RSO or \$250.00 for non-Graduate RSO per academic year.

8. Any awarded SAF money not used by the organization for operational, event, or program purposes will be funded back to the GSAC at the end of the fiscal year (or sixty days after the end of the event).

9. All RSOs that were awarded funding for an event from GSAC must submit a written report to GSAC no later than a month after the date of the event. The report must include a summary of the actual expenses and an evaluation of the event. Following your evaluation report, each RSOs must send a representative to present the report during the monthly GSAC or GFAC meeting. The RSOs will be informed about the date to present.

10. All forms (RSO Funding Application, Summary of Actual Expenses, and Event Evaluation) can be downloaded from the GSAC website under the GFAC section and must be used for GFAC consideration. In addition to the policies indicated above, all funding request will be based on the criteria indicated in the funding application information form.

VI. OTHER SOURCES OF FUNDING

Organizations seeking funding from the GFAC are also encouraged to seek funding from other sources at the University and within the community. In addition to the GFAC, WSA also has an allocation committee to which RSOs can apply for funding. More information about WSA's Allocations Committee can be found at <http://westernstudentassociation.org>, CAB, UCC. Additionally, RSOs are encouraged to engage in fundraising activities or seek other sources of funding within the community to supplement funding that may be awarded by the GFAC.

FYI: EVENTS, OPPORTUNITIES, & JOBS

- Check out THE GRADUATE COLLEGE web site for upcoming events and funding opportunities - <http://www.wmich.edu/grad/>
 - *"Research Data Management: How Not to Lose Face" is scheduled on Thursday, October 29, from 2:00 p.m. - 4:00 p.m. in the Fetzer Center. Register at www.wmich.edu/grad
- **2009 Assessment Institute** – Oct. 25-27th <http://planning.iupui.edu/institute>
Contact: Kristin Lagerquist 269.387.0399 kristin.lagerquist@wmich.edu
- **2010 Higher Learning Commission Conference** - April 9-13th
http://www.ncahigherlearningcommission.org/index.php?option=com_content&task=view&id=166&Itemid=155
Contact: Kristin Lagerquist 269.387.0399
- **Office of Faculty Development** presents "Cool Tools Calendar" (flyer available)
Strategies for instruction in the classroom
Contact: Tierra Marshall 616.322.6360 or tierra.l.marshall@wmich.edu
- **Research Assistant Employment Opportunity** (flyer available)
Assist in data collection for a study of psycho-social outcomes.
Contact: Jeff Jones 269.387.3517 or jeff.jones@wmich.edu
- **Multicultural Affairs Employment Opportunity**
Advise sophomore and transfer students
Contact: Sue Murray 269.387.3323 or sue.murray@wmich.edu
- **Kaplan Test Prep and Admissions**
Teaching opportunity available for GMAT, GRE, LSAT, MCAT and Pre College courses.
Pay: \$15 – \$18 per hour
Contact: Julie Peabody 517.332.2539 or Julie.peabody@kaplan.com

GSAC Opportunities

Advocacy:

- The 2009 NAGPS Conference will be hosted by the *University of Nebraska-Lincoln*, November 14-18th ** Who wants to go and represent GSAC? **Room for 2 more GSAC members!**

Fall Programming:

- Graduate Student Open House w/ Waldo Library - September
- CommUniverCity – September
- Welcome Back Picnic (?) – September
- GSAC Forum – September
- GSAC/WSA Forum w/ Dr. Dunn – October
- Professional Development Luncheon – October
- Young Professionals Mixer/ Community Networking Event – November 13, Ken Miller (Leadership Presentation), Bob Miller (Networking Presentation), Discover Kalamazoo, Light Music, Food and Beverages
- Multicultural Event – November (flyer available): invite Carl Wilkens to come and present at WMU
- Social Event – November
- GSAC Award/Recognition Reception – December

WSA Senator – Attend one WSA meeting per month and voice your graduate student opinion. Meetings are held every week beginning at 4:15pm in room 157 of the Bernhard Center.

University Showcase – Sat. Sep. 26th, Fri. Oct. 16th, Fri. Nov. 13th, Fri. Dec. 4th
9:30am – 11:30 am

Contact: Jay Jessen, Univ. Showcase Coordinator 269.387.2290 or salp-rsoadvisor@wmich.edu