

**UCGS Meeting Minutes**  
**April 7, 2023**  
**Meeting 489**

**Attendees:** Deb Tollefsen, Kurt Kraiger, Marian Levy, Peggy Callahan, Perveen Rustomfram, Roger Kreuz, Carol Danehower, Stormey Warren, Angela Oigbokie, Jim Lukawitz, Jason Sasser, Jeremy Oroc, Roger Meier, Ranga Gopalakrishnan, Charisse Gulosino, Brittan Foster, Rui Qi, Todd Layne, Xinhua Yu, Colin Chapell, Susan Nordstrom, Joy Goldsmith, Larry Weiss, Leslie Robinson, Will Duffy, Lynda Feenaughty, Lisa Mendel, Bernie Daigle, Steve Zanskas, Todd Deese, Brian Meredith

**Minutes from March meeting were approved.**

**Non-Departmental GA Website:** Roger Kreuz updated us on the status of a site noting the non-departmental GA opportunities on campus. A GA in the graduate school will manage this in the future.

**UmDegree and Certificates:** Peggy updated us on *UMDegree* and there will be work done this summer on this. Graduate certificates will be processed through *umdegree* rather than a candidacy form. Training will be provided.

**Curriculum:**

- a. Edits to Admission regulations in the Graduate School Catalog. It was noted that the GS will use the 14<sup>th</sup> day of the semester to place holds on missing documents which will give the GS more time to collect official documents. After student enrollment hits then the GS will verify documents other than the foreign language test requirement which will be verified at admission as that is a requirement to issue an I20.

**SLATE New Cycle (F24, S25, SU25):** Please make sure you are thorough on the update form.

- a. Document Standardization (meaning please standardized the naming of your documents). Four document types: personal statement, writing sample, research statement, cv/resumer.
- b. Deadlines: Try as you can to clean up department deadlines or streamline where possible. Please keep in mind international student deadlines.

**Admission Standards/requirements catalog edits/updates Summer 2023:** We need to place admission standards in the graduate catalog. This is very important and will be clear to applicants that standards are accurately reflected within the catalog. Exceptions can be made but clearly spell it out. Add please that meeting minimum department standards does not guarantee admissions would be helpful to add to your verbiage too. Updates need to be complete by September 1, 2023. No curriculum from a college will be approved until the admission standards are complete.

**Enrollment Seat Deposit Update:** Deb briefed all on the removal of the enrollment seat deposit as we were asked to not require the seat deposit going forward and refunds will be given accordingly.

**Research Forum was April 3, 2023:** A great success and thank you to your faculty who served as judges this year as we could not do this special event without you support.