

Graduate Council Meeting  
Minutes  
November 14, 2011

Present: Tayebi, Ashorn, Bilhartz, Gaillard, Lane, Lesesne, Irby, Waggener

- I. Approve Minutes  
The minutes from the October 10, 2011 Graduate Council meeting were approved.
- II. Graduate Faculty Recommendations  
Graduate Faculty Recommendations were voted on by the Council.
- III. Declaration of Majors  
Dr. Tayebi shared with the Council members that there are no declaration of majors done anymore at the graduate level. Although the original major will be automatically drawn from the admission information, for now faculty will still need to notify the Registrar's Office to choose a particular plan, emphasis or concentration. Dr. Tayebi said that we will see if we can incorporate this information into the admission process later.
- IV. COGNOS Training  
There are still graduate advisors who do not know how to get into COGNOS. Graduate Studies will offer training of this process. The instructions will be given to small groups with very simple instructions on how to get into COGNOS. Graduate Studies will notify the colleges with the dates and times of training.
- V. Incomplete Files  
We have so many incomplete files of graduate applications. We are losing students because follow-up is not being done to contact students and help them finish the application process. Graduate Studies can help advisors with this. Graduate Studies staff members have been calling these students. The students are saying that they are not hearing from anyone from the University. The Council was asked to encourage advisors to come to Graduate Studies to get training for COGNOS. If the programs would like Graduate Studies to help contact prospective students for missing items, just e-mail Dr. Tayebi and she will notify her staff.