

**Graduate Council
Minutes
November 14, 2006**

Present: Muehsam, Edmonson, Gaillard, Miller, Mullings, Price, Smith

I. Approve Minutes

The minutes from the meeting of October 31, 2006 were approved.

II. Student Travel Funding

A wide range of issues related to funding student travel was discussed. It was agreed that funding students to make presentations at professional conferences benefits the students, faculty, academic program and the University. However, there appears to be some confusion as to what can and cannot be reimbursed with respect to student travel. It was decided that the Graduate Council should create guidelines for graduate student travel. After much discussion, the following preliminary guidelines were created:

- Maximum of two (2) trips per academic year – maximum of \$1500
- In-state travel – maximum of \$500
- Out-of-state travel – maximum of \$1000
- One (1) trip a year over \$500

Specific travel expense reimbursement guidelines still need to be developed. Dr. Mullings has prepared such a list for her college and will e-mail the list to the Council members for review and discussion at the next Graduate Council meeting.