



Graduate Student Senate  
402B Bowen-Thompson Student Union  
Bowling Green, Ohio 43403-0181  
Phone: (419) 372-2427  
<http://www.bgsu.edu/gss>

## **GSS General Assembly Meeting Agenda Friday, October 2<sup>nd</sup>, 2009**

### **Handouts**

- General Assembly Minutes: September 25<sup>th</sup>, 2009
- Minimum Expectations of a Graduate Advisor

### **Guest Speakers**

- Dr. Craig Vickio – Counseling Center
- Chief James Wiegand -- Director, Public Safety

### **Agenda**

- Call to Order
- Guest Speakers
- Roll Call (*Senators not present at roll call must see the Parliamentarian at the end of the meeting*)
  - Departments/Organizations at Risk of Censure: Art, Music, College of Technology, African American Graduate Student Association
  - Departments/Organizations Censured: Economics
- Approval of the September 25<sup>th</sup> Minutes
- Old Business
  - Approval of the GSS Budget
  - International Student Health Insurance – Legislation Update
- New Business
  - Transportation Fee Request
  - Graduate Student Organization Request
  - Minimum Expectations for a Graduate Advisor
  - Other items of new business

Highlights:

- University and Faculty Senate Committee Reports
  - University Naming Committee
    - The University Naming Committee has approved the naming of the Video/Digital Viewing Room and Resource Center (in Hanna Hall) in honor of Dr. Ralph H. Wolfe. The proposal has gone forward to the Board of Trustees for final approval during their October 2<sup>nd</sup> meeting.
  - Other Committee Reports
- Senate Executive Council (SEC) Reports
  - President – Carl Walling (wallinc@bgsu.edu)
    - Graduate Student Issues committee is examining several areas for the upcoming year including: a policy on graduate assistantships/graduate courses for major university health concerns, evaluating the quality of experience for a graduate student in graduate assistantships, creation of a minimum set of expectations for a graduate advisor, and re-issuing the graduate student satisfaction survey. If you have any concerns or issues about graduate education please contact me.
    - Shanklin Awards – We are currently looking for judges for Graduate Student Senate's Shanklin Awards. The Shanklin Awards are a set of three \$1250 and \$750 awards for excellence in presenting research. Any suggestions or nominations for faculty judges would be greatly appreciated.
    - Update from the October 2<sup>nd</sup> Board of Trustees meeting.
    - GSS is currently looking for a publicity chair for the current year. Please contact me if you are interested in the position.
  - Vice President – Michael Landis (mlandis@bgsu.edu)
    - The forum for Campus Safety has requested that a GSS representative attend informal gatherings on sustainability. The forums are held every third Monday over a brown bag lunch. Interested Senators should contact me promptly.
    - If you have asked to serve on a committee and have heard nothing from the respected chair, please contact me as soon as possible.
    - Please send committee updates to me by the Tuesday at 5:00pm before the GA so that I can include your notes in the GA packet.
  - Secretary – Gary Washington
  - Treasurer – Zippy Nyaga
  - Graduate Allocations Representative – Eric Miller
  - Representative at Large – Steve Dinda
  - Representative at Large – Chanelle Vigue
  - Academic Affairs – Irina Seceleanu

- International and Multicultural Affairs – Emily Wyatt
  - Local, Regional, and National Affairs –Ellen Rooney
  - Student Affairs – Patrick El-Khoury
  - Academic and Professional Development – Elizabeth Sherwood
  - Social – Andrea Stout
  - Publicity – *vacant*
  - Parliamentarian – Scott Boston
- Announcements
    - Homecoming Weekend
    - Homecoming Football Game (vs. Ohio) will be on Saturday, October 3<sup>rd</sup> at 4.00pm
    - Department of Theatre & Film Production: *Burning Patience*  
October 2<sup>nd</sup> through 4<sup>th</sup> at the Joe E. Brown Theatre in University Hall
  - Adjournment

*Note: The next meeting of the General Assembly will be on Friday, October 16<sup>th</sup> at 3.00 – 5.00pm.*

*All senators and guests must sign in. If you have not signed in see a member of the GSS Senate Executive Council (SEC) immediately after the General Assembly meeting. Also, please make sure to return voting cards at the end of the meeting.*



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## GSS General Assembly Meeting Minutes Friday, September 25<sup>th</sup>, 2009

### Handouts

- Resolution 2009.F1: Endorsement in Principle of the Strategic Plan
- Resolution 2009.F2: Creation of GSS Awards for Research Conference
- September 4<sup>th</sup> General Assembly Minutes

Highlights:

### General Assembly Meeting

**Call to Order**, *Meeting Called to Order at 3.03pm*

- Roll Call (*Senators not present at roll call must see the Parliamentarian at the end of the meeting*)
  - Departments/Organizations at Risk of Censure: Accounting, Applied Statistics and Operations Research (ASOR), American Culture Studies, Economics, and Political Science
  - Departments/Organizations Censured: None

### Guest Speakers

- Barbara Hoffman, *Student Health Services*
  - Student Health Services offers a full clinic, lab and pharmacy services along with full clinical access. Additionally, they offer psychological assistance and have recently merged with the counseling center. Full physicals are offered through the center and for those students traveling abroad medical testing is available.
  - Seasonal Flu shots were offered two weeks earlier. The vaccine for H1N1 will be inspected by government agencies and will hopefully be administered in October to the BGSU community. Those students who are either pregnant, asthmatic, and/or diabetic are encouraged to talk to the SHS about vaccination. SHS will continue to keep students informed through various media outlets.\
  - Additionally, SHS would like to highlight the new optional dental plan for students. The premium is approximately \$244. The in-network of dentists available is approximately 50. The deadline for sign up is October 1<sup>st</sup>. Students do not need Aetna insurance to participate in this coverage.
  - Currently, SHS and GSS are trying to have an additional student representative on the faculty senate committee for health services.

- SHS during the upcoming year will examine the possibilities of a new health insurance provider and consider various levels of immunization coverage for students.
- Paul Hofmann, *Director of International Student Services*
  - The final count of international students on-campus has increased from 705 students to 731. Additionally, there will be 415 BGSU students who will go abroad this academic year.
  - Fulbright Scholarship competition deadline is October 15<sup>th</sup> and October 19<sup>th</sup>. Mr. Hofmann encourages students to apply for those programs and utilize the university's resources (i.e. – Center for International Programming).
  - Any individual interested in carrying an international flag for homecoming please contact Paul Hofmann. He would like to have over 100 different flags represented in the parade.
- Sarah Dariano, *Director of Homecoming Steering Committee*
  - Homecoming Kick Off Event - Monday afternoon at the Union Oval
  - There will be a Caricature Artist noon – 3.00pm on Monday.
  - Tuesday Commuter Breakfast, outside the Black Swamp Pub doors 9.00-11.00am
  - On Wednesday Afternoon, there will be a Community Fair from 4.00pm to 7.00pm in the BTSU multipurpose room
  - Thursday, Cow Chip Bingo buy squares for \$1.00 through Business Admin.
  - Grocery Bag Bingo 5.00pm to 7.00pm in the Pub to win a bag of Grocery on October 1<sup>st</sup>. Sponsored by GSS.
  - Homecoming parade and Pep rally 5.00pm – 7.00pm on October 2<sup>nd</sup>.

## Old Business

- Approval of the September 4<sup>th</sup> General Assembly Minutes.
  - Motion to waive reading, Seconded.
  - The September 4<sup>th</sup> Minutes are approved.
- Funding for Professional Development Update
  - As of 2.00pm today, GSS has received 116 applications for Fall semester funding.
  - The Fall semester application deadline is 5.00pm today.
  - Individuals will be notified by October 2<sup>nd</sup> or 3<sup>rd</sup> regarding their application.
- Resolution 2009.F1: Strategic Plan – 2<sup>nd</sup> Reading
  - Motion to waive reading, Seconded.
  - Resolution moved to a vote.
  - 42 senators for, 3 senators against, and 1 abstention. The resolution passes.

- Resolution 2009.F2: Creation of GSS Awards for Research Conference – 2<sup>nd</sup> Reading
  - Motion to waive reading. Seconded.
  - Resolution moved to a vote.
  - 49 senators for, 0 senators against, and 1 abstention. The resolution passes.

## **New Business**

- GSS Newsletter (Chanelle Vigue)
  - Feedback: Like the photos attached with the biographies.
  - Spotlights on graduate students, departments, and organization that are doing great things on BGSU Campus.
  
- Graduate Certificate Brochure (Gary Washington)
  - Gary is thinking about producing a brochure directed toward graduate certificates programs. Gary has interest because he is in two different certificate programs. Typically, certificates offered as minors to programs. Gary wishes to bring together info about all certificates and about new possibilities for graduate students. Additionally, brochures may help graduate programs with marketing for their certificate programs.
  
  - Senator - Romance and Classical Studies: What is a graduate certificate?
 

Gary explained that you take a series of classes that relate to a particular discipline. Individuals would add a minor.
  
  - Senator - MACIE: Are there going to more certificates?
 

Gary explained that there is one come from Theatre, but many are being put on freeze due to enrollment issues.
  
  - Covered with assistantships?
 

No not unless you have an assistantship.
  
- International Student Health Insurance (Carl Walling)
  - A discussion was held on International Student Health Insurance and Hard Waiver policies. Three senators volunteered for writing legislation on this issue for a future general assembly.
  
- University and Faculty Senate Committee Reports
  - No new reports

- Senate Executive Council (SEC) Reports
  - President – Carl Walling (wallinc@bgsu.edu)
    - Faculty Senate has not met since the last SEC meeting. No new information since September 4<sup>th</sup>.
    - Graduate Council & Graduate College Update
      - Graduate Student Issues Committee Currently there are four items being discussed within graduate council's student issues committee. The first meeting of graduate student issues committee was on September 24<sup>th</sup>. Carl will present more information at the next General Assembly meeting on this topic.
    - -Upcoming GA meeting speakers
      - Craig Vickio, Counseling Services – Oct. 2<sup>nd</sup>
      - Chief Weigand, BGSU Police – Oct. 2<sup>nd</sup>
      - President Cartwright – Oct. 16<sup>th</sup>
  - Vice President – Michael Landis (mlandis@bgsu.edu)
    - There are two open committees available: Environmental Concerns Brown Bag and LGBT.
    - Pam Pinson has been contacted to relay to the chairs their graduate student representatives.
    - As of 3.00pm today, there were about 100 OrgSync applications
  - Secretary – Gary Washington (garyw@bgsu.edu)
    - Gary attended the Graduate College Breakfast last Thursday from 7:30am to 9:30am. During the breakfast, the Graduate College presented the following: New Process of Graduation Application, Enrollment Numbers, Question and Answer, and Project Search.
    - Gary is currently developing a Graduate Certificate Brochure for the Spring semester in 2010, and if anyone wants to help me with this please let me know.
  - Treasurer – Zippy Nyaga
    - Zippy is currently preparing a report on Funding for Professional Development for the Fall Semester.
    - On October 2<sup>nd</sup>, the General Assembly will have a Budget proposal to approve.
  - Graduate Allocations Representative – Eric Miller
    - Eric is assembling a committee researching stipend levels, if any senator would like to help with that research contact Eric directly after the meeting. He would like to compile the data for distribution to the general assembly at a later date.

- The Student Budget Committee gave out approximately \$4,000 in Spot Funding recently, and currently has over \$20,000 to allocate during the year.
  - On October 27<sup>th</sup>, there will be having a help session for the spot funding applications. Contact Eric for more details.
- Representative at Large – Steve Dinda
  - No Report.
- Representative at Large – Chanelle Vigue
  - If there are any other ways to help Graduate students, please let me know.
  - Chanelle will be putting together blackboard polls to assess graduate student opinions on particular issues. If there are senators who wish to assist Chanelle please contact her.
- Academic Affairs – Irina Seceleanu
  - Irina has met with Dr. Lisa Chavers in the Graduate College regarding Graduate student concerns regarding topics such as online courses, online course assessment, and graduate certificates.
  - Irina had a meeting with Dean Snaveley regarding a department specific concern involving vacation policy. The issue was supposed to be resolved within the department as the department is not legally able to require students to adhere to that policy.
  - Irina has also met with another member of the graduate college to gather information about the educational licensure concern brought to the previous general assembly meeting. The licensure requires a process of two years of implementation which requires state certification. This process has been halted.
  - Additionally, Irina is working on the English requirements for students.
- International and Multicultural Affairs – Emily Wyatt
  - Emily is currently meeting with various administrators to determine international and multicultural concerns and issues.
- Local, Regional, and National Affairs –Ellen Rooney
  - Ellen will start to work with Irina on the Research Conference Awards Committee
- Student Affairs – Patrick El-Khoury
  - Patrick is currently developing a project between GSS and the Dean of Students office in creating a website for graduate student services questions.
  - Patrick and Carl met with Dean of Students, Jill Carr to discuss graduate student services and the importance of improving communication between departments about new policies



- Patrick will send out an e-mail to all senators asking for input toward figuring out common FAQs (Frequently Asked Questions)
- Academic and Professional Development – Elizabeth Sherwood
  - No Report
- Social – Andrea Stout
  - Grocery Bag Bingo at the Black Swamp Pub on October 1<sup>st</sup> at 5pm-7pm
  - Please join the GSS Facebook Group
  - On October 22<sup>nd</sup> from 5.00pm to 7.00pm there will be Pumpkin Carving and Carmel Apple Making at a TBA Location.
  - If any senator would like to help plan social programming events please let Andrea know.
- Publicity – *vacant*
- Parliamentarian – Scott Boston
  - No report
- Announcements
- Adjournment, Meeting Adjourned at 4.43 pm

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### **Minimum Expectations of an Academic Advisor** *Proposal Draft*

1. Know the program degree requirements.
2. Advise students on appropriate coursework; distinction between requirements in the departments and course suggestions.
3. Provide a time table; time to degree limits and requirements.
4. Advise students on emerging academic problems or concerns.
5. Advise students of their rights (rights to appeal, professor issues, course policies, and supportive services).
6. Know and assist with Tentative Degree Program requirements.

**\*\* While every effort should be made to provide quality advising, students are ultimately responsible for knowing programmatic requirements and for attempting to meet with their advisor on a regular and timely basis.**