**Graduate Studies Council Meeting Minutes  
Monday, September 23, 2019 at 12:00pm**

In attendance: Drs. Mickey Blackwell, Richard Ford, Katherine Harper, Robert Wallace, Emily Waugh, Debbie Williams, Dr. Byers, Dr. Underdue-Murph, Paige Carney, Edward Lomax, Naveed Zaman, Ali Ziyati; Adele Thumm & Sonja McClung

* Approval of Minutes of Aug. 14, 2019 Meeting – Moved to approve by Emily Waugh, seconded by Katherine Harper
* Agenda for meeting of August 14, 2019 – Moved to approve by Robert Wallace, seconded by Naveed Zaman

**Old Business:**

* GSC Administrative Assistant – Sonja McClung has been approved as the new GSC Administrative Assistant, effective August 19, 2019. A filing system will be developed for application materials. The Graduate Studies office will also attempt to locate GRE/MAT scores and maintain those as well.
* Monthly Meeting with Provost and President – Graduate Studies Coordinator Mickey Blackwell will meet regularly with the Provost and President and will use that time to share concerns/ideas of the GSC, including clarity of job descriptions (release time, compensation) of Program Coordinators.
* Meeting Dates for Fall 2019 – The GSC agreed to continue meeting on the third Tuesday of the month at 12:30 pm.
* GSC Items for Bookstore – The WVSU bookstore will be contacted about carrying WVSU Graduate School items (t-shirts, window decals, license plate accessories, etc.)
* Recruiting/Budget – The GSC will request an annual budget for recruiting materials and traveling expenses.

**Goals for 2019-2020**:

* + Create a recruitment/retention plan for Graduate Programs (budget, social media, etc.)
  + Develop Graduate Studies Handbook
  + Clarify recognition of Graduate Program Coordinators through pay or class exemption
  + Expand role of Graduate Studies Office – registration/admission, centralizing files, managing fees and budget, etc.

**New Business:**

* Dr. Underdue-Murph went over the committee of Strategic Retention Plan with Graduate information
* Graduate School T-shirts are in the bookstore.
* Website updates all GSC minutes are all up to date.
* Job descriptions were passed out to each coordinators for review and any corrections.
* Unify all contact information
* SGA President and Vice President shared leadership seminar and community service ideas.
* Edward Lomax from the WVSU library would like any information about each department research materials to add/update on campus library

Adjournment at 1:00 pm

**Next Meeting: Tuesday, October 15, 2019**