

**Executive Summary of the Graduate Assembly Meeting
University of San Diego**

Thursday, December 7, 2006

Manchester Center, Hazard Board Room 12:15 p.m.-1:45 p.m.

Attendance

Absent

David Bergheim - SBA	Amber Buck-Graduate Student Council
Branda Cook-JCP/Graduate Student	Susan Bugbee-Registrar
Ashley Contreras-Graduate Student Council	Brian Canfield-SOLES
Beth Dobkin-Chair	Lisa Chambers-SBA
Emily Edmonds-Poli-A & S	Denise Dimon-SBA
Carl Eging – School of Law	Yvette Fontaine-International Services
Hugh Ellis – College of Arts & Sciences	Kurt Gering-SBA
Iris Engstrand-College of Arts & Sciences	Tom Herrinton- Provost Office
Cheryl Getz – SOLES	Susan Instone-SON
Michael Gonzalez –College of A & S	Stephanie Kiesel-SBA
Anita Hunter- SON	Kerry Kilber-Rebman-SBA
Kira Mendez-SBA	Judith Lewis-Logue-Financial Aid
John Mosby-Graduate Admissions	Cathleen Mumper-SON
Bill O’Neil-Sponsored Programs	Teresa O’Rourke-School of Law
Lee Ann Otto-College of Arts & Sciences	Kerry Kilber-Rebman-SBA
Linda Scales-Career Services	Diane Pattison –SBA
Bob Schoultz-SBA	Carl Rebman – SBA
Ruey Shivers- Graduate Records	Richard Seer-College of A & S
Melinda Vega-SBA	Ed Starkey-Copley Library
Carrie Wilson-School of Law	Michelle Tillman-SOLES

Dr. Beth Dobkin called the meeting to order at 12:15 p.m.

Announcements/Updates:

- **Commencement website**

Dr. Dobkin encouraged everyone to refer to the Commencement website for commencement information. She spoke about the *Graduate Student Guide* which will be placed on the website, and she invited everyone to send input by e-mail to her for the *Graduate Student Guide*.

- **Graduate & Law Student Reception**

The Graduate Student Council is hosting their Spring Graduate and Law Reception on Friday, February 9th from 3:30 – 7:00 p.m. It will tentatively be held at the Degheri Alumni Center. Members of the Graduate Assembly are invited and are encouraged to invite their students.

Work Group Reports:

Admissions/Financial Aid

Michael Gonzalez, Chair of the Admissions/Financial Aid Work Group, presented a report from the work group. The report was distributed with the agenda, and an extensive discussion followed. A unanimous vote was taken to change the first

distribution about from \$6,000 to \$5,000. The awards would be distributed in the following increments: \$25,000, \$15,000, \$10,000 and \$5,000 so that each increment of the Dean's Merit Award will be divisible by five. Increments divided by five will give more latitude and more funds to programs that have many students, but little money to distribute.

The Assembly discussed recommendations that the policy governing the distribution of the Deans' Merit Awards meet three standards: Accountability, transparency, and level of participation. Dr. Dobkin was asked to forward the following requests and concerns:

1. Members said that it was difficult to get consistent answers about graduate financial aid, because staff members' answers to questions vary. They would like one person in Financial Aid to serve as a graduate financial aid staff member. This contact person should regularly attend Graduate Assembly meetings. Members also suggested that each school and the College also designate a single liaison to the graduate financial aid staff member.
2. Graduate program directors would like more involvement in constructing the proposals that deans make to the Provost regarding the need for graduate merit awards. They would also like proposals about the criteria, timing, and distribution of awards to be discussed in the Assembly prior to implementation. Being involved sooner in the process would also give them the opportunity to discuss possible implementation issues before awards need to be made. They would also like more advance notice about the distribution of awards.
3. Members requested a list of standard procedures for the distribution of awards. This should include a FAQ sheet and could probably eliminate much confusion about the conditions under which awards can be made, the process for distribution (e.g., one sum for the year, or split by semesters), and relation of awards to the rest of the students' financial aid package.
4. Determine and provide a reasonable turn-around time for FAFSA applications. Even if these deadlines are moved up, they might compete with undergraduate applications for financial aid staff time, and the amount of time for processing has been far too long. Members would also like information about the financial status of students since Financial Aid is reduced with the reception of Merit Awards.

Dr. Edmonds spoke about the financial aid needs and frustrations with the 12-month programs. Dr. Dobkin agreed to investigate federal guidelines for distribution of financial aid for 12-month programs

Academic Planning

Dr. Dobkin reported on the Academic Planning Work Group meeting. A report was distributed that included a discussion of digitizing dissertations in the library.

This process would be paid for by the library. Dr. Dobkin also updated members on the work of the WASC Steering Committee.

Action Items/Pending – Revision of Process, “New Academic Initiatives”

Student Life

Branda Cook reported on the Student Life Work Group meeting. Ms. Cook brought up issues of housing for graduate students. Members suggested that the new Dean of Students be part of the Graduate Assembly. John Mosby said that he will send out additional housing information to graduate school applicants. Ashley Contreras suggested that a whole building be converted to graduate student housing, as the single floor designation does not provide adequate separation between undergraduates and graduate students. Ms. Cook raised additional issues from the Student Life Work Group, such as the need for an extended library loan period for graduate students, and the need to copy administrators on email sent to students.

Dr. Hunter notified the Assembly that anyone seeking a position in health care services will now be subject to a federal background check that goes back seven years. Faculty are included in these checks.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

Sister Juanita M. Meyer
Executive Assistant

