

Executive Summary of the Graduate Assembly Meeting

May 8, 2008

Manchester Center Room 211

12:15-1:45 pm

Members Present: Denise Dimon, Thomas Every, Dennis Zocco, Robert Donmoyer, Linda Scales, Michelle Tillman, Rob Benson (for John Mosby), Ron Kaufmann, Stephanie Kiesel (for Bob Schoultz), Sam Chung, Carl Eging, Carrie Wilson, Sean Horrigan, Michael Gonzalez, Patricia Roth, Anita Hunter, Anne-Grethe Morris (for Judith Lewis-Logue), Emily Edmonds-Poli, Cheryl Getz, Steve Gelb, Craig Murken (for Sue Bugbee), Diane Pattison, Ruey Shivers, Iris Engstrand, Tom Herrinton

Absent: Susan Bugbee, Lisa Chambers, Branda Cook, Greg Grassi, Cathleen Mumper, Bill O'Neill, Teresa O'Rourke, Lee Ann Otto, Steve Pultz, Bob Schoultz, Richard Seer, Ed Starkey, Melinda Vega, Kerry Kilber-Rebman, Judith Lewis-Logue, John Mosby

Dr. Thomas Herrinton called the meeting to order at 12:20 p.m.

I. Approval of May 27, 2008 Meeting Minutes and Announcements

Dr. Herrinton welcomed everyone to the Graduate Assembly meeting. The Mar. 27 meeting minutes were approved.

II. Dean's Graduate Merit Awards and Work Requirements

At the request of the graduate units, the Provost has agreed to allow Dean's Graduate Merit Awards to have a work requirement if the work is of educational value to the student. Such awards have come in via Financial Aid: an example is a \$10K award with a 200-hr. work requirement. Because of the work requirement, some amount of the scholarship becomes taxable. Payroll did not receive guidance from some programs and chose 50% of the scholarship to be taxable income. Dr. Herrinton requested that the units to contact payroll to set up how much of an award should be for work and hence be taxable. The hourly rate of pay needs to be reasonable; the higher the pay, the more the student is at a disadvantage. A W-2 form is required if a work requirement is specified. Knowing the rules and what needs to be done according to IRS requirements for scholarships which include work requirements is necessary.

III. Registration and Payment Schedule for 2009 Summer Classes (Denise Dimon of the Ahlers Center for International Business presented)

Currently, there is a one-week window to register for summer classes and tuition must be paid by Apr. 4. Registration must be in-person and payment is in full if it is not a year-round program. Students not wanting to pay so far in advance (some classes do not start until August) pay within this same period. Summer classes are starting to be treated like a regular fall or spring semester. This issue is one of policy, not Banner. Banner could be redone via policy.

As of Summer 2009, classes in SBA, SOLES, and SON will run summer programs through the schools, not through the Registrar. If students plan to walk in May commencement, they must pay for summer classes by May 1st. Someone asked if there will be different program deadline dates. It could be confusing if different schools have different deadlines. A possible solution is to have an across the board June 1st payment deadline for summer courses. A suggestion was made to have fewer deadlines and to establish a payment date after the student's financial award date. According to federal regulations, financial aid must be disbursed no sooner than ten days before the beginning of the classes. Summer session is summer session no matter the class start-date, so a June 1st deadline might be technically feasible under the Banner system. Current policy is to pay before the first day of class, no matter the class's start date. One challenge is having enough students enrolled so the class isn't cancelled. Courses must be assigned to a term and are dependent on teacher load, FT or PT students, and financial award. MSEL and MGSL are different. If the payment deadline is June 1st, a different deadline would be needed for classes starting before June 1st. The Registrar would have different drop and refund dates. Non-standard lengths of class need to work out the details for drop dates without generating a "withdraw."

Denise Dimon made a motion to have a June 1st deadline for payment for summer classes. May 1st would remain the deadline for payment for graduate students wishing to walk at commencement. The vote was seconded by Cheryl Getz. All were in favor; there was no dissension.

Secure deferment if payment received after start date. Deferment would only be for late classes (July or August more so than June). Suggestion to have two dates; one for early summer classes, a second one for classes starting later in the summer. Students would need to have continuous attendance to utilize two payment dates. Two dates could be June 1st and another in mid-July—summer would still be considered one session. Need to see if this could work by consulting Financial Aid and other departments. Two payments would be an alternative to paying one payment up front by June 1st.

IV. Graduate Students and the MySanDiego Portal: How to Best Serve the Students? (Denise Dimon presented)

The Law School portal is not working but it has its own tab on MySD. A portal orientation for Law students is scheduled for Fall 2009. The portal needs to develop into a communications tool geared toward the student, but not only solely for registration and financial aid. The portal should be used for centralizing communications such as mass emails.

There is no portal yet for SBA but it is desired. Currently there is no administrator to design and mount it. Perhaps schools could work together to develop a similar “feel” for each portal. Law students also take SBA classes, so students would only have one I.D. As of Fall 2008 Banner I.D.s will begin with 008 and be based on one’s primary role (as student or employee). The Banner I.D. will not change over time, even if a student takes a leave of absence.

Should different schools have different tabs? Advisors can’t pull up files the way Faculty do—they do not have the same access for viewing grades, holds, class rosters, etc. At the graduate level, students are admitted to a program. A system needs to be created, programmatically and unit-wise, to create a system that works for as many people as possible (Deans and others in the schools may be consulted).

There is a senior tab for undergraduates; could a “graduate” tab be added to the portal? Yes, but someone is needed to add it and currently no one is available to do develop or maintain it.

A second portal administrator is in the process of being hired because one portal administrator is not enough—there is simply too much work for one person. This is a good sign that the portal is working and that it is in demand.

V. Other Business

Dissertation unit registration: What is the requirement for a full-time Ph.D. dissertation?

Research was conducted by looking at requirements at other schools.

U. of HA: FT when enrolled for 1.0 hr. dissertation

Biola: 2 yrs. in dissertation phase (FT enrollment)

USC: FT when taking eight and twelve units

UC Riverside: less clear what its FT policy is.

Financial Aid can check with these schools to see what USD can do to determine its requirements for FT dissertation units and for the master’s thesis in MARS (“master’s dissertation”).

Currently USD defines half-time and FT status but statuses are not defined for all groups at their respective levels. An example is pre-and post-candidate levels for dissertation: 690 and below and 690 and above (Masters numbers would be different). FT Masters is 9.0 hours and FT Ph.D. is 6.0 hours. More research is needed.

The meeting adjourned at 1:35 p.m.

The next Graduate Assembly is **TBD**. The Hazard Board Room seats 25 people and there are 37 people on the committee; therefore, we will try to hold our meetings in Manchester Room 211, which seats more people and affords more “elbow room.”

Please be sure to RSVP if you are certain you plan to attend. At the May 8 meeting more people attended than had RSVP'd and there was not enough food and beverages for everyone.

Julia Bemiss
Executive Assistant