

Graduate Dean's Advisory Council
October 12, 2011
Granite Room, Atwood Center

- I. Welcome and Introductions
- II. Dean's Update – Dan Gregory
 - a. Graduate Planning Update
 - b. Hobson's Update
- III. GRE Policy -- Annette Day
- IV. ETD – Electronic Submission of Culminating Projects
Discussion of planning process and major tasks
 - a. Formation of ETD Workgroup
Objectives - develop process and procedures for ETD as a first step in developing the overall ETD process. Do research on current best practice. The work coming out of this working group will be used as a starting point for the university conversation.
 - Representative from each colleges and schools – 1 FA elected member of graduate faculty (full representation).
 - Library –Dean, IR expert, metadata expert, Copyright expert,
 - Graduate School – Dean and Director of Student Services
 - Graduate students – two students
 - Technology expert – Give guidance to technical aspects of ETD. Help establish an electronic communication and tracking system.
 - b. Major Tasks
 - Formatting – how will our formatting requirements and format review process change with the move to a digital format?
 - Electronic submission process for students and faculty – How will students and chairs move through the completion and submission process? Identify steps, approvals, forms, signatures, etc.
 - Electronic submission process for GS – workflow for preliminary and final submissions and communications with students and faculty advisors/chairs.
 - Open Access – determine the levels of access from open access, embargo, campus only, to no access.
 - Technology needs for the process
 - Start developing copyright policy – related to IR policy
 - Identify the policies and processes needed.
 - Student support systems for writing, formatting, editing, copyright, technology use and submission.
- V. Other topics for discussion?