1. Overview of new configuration for College and University Graduate Councils
   a. As per Dean’s invitation to this Committee The COE_GC should develop Bylaws that set forth policies and provisions for group and college operation. Once this is done, the group should compile information to include in COE Graduate Handbook. The group should also consider or establish rationale for a COE Graduate Coordinator and define the duties for such a position, if necessary.

2. Review committee assignments and progress thus far
   a. Develop Admission/Matriculation Checklist for New Graduate Students.
   b. Set Forth Guidelines for Master’s Thesis/Project
   c. Determine ESSENTIAL ELEMENTS OF RESIDENCY

3. Focus on Task 1 Develop Admission/Matriculation Checklist for New Graduate Students.

<table>
<thead>
<tr>
<th>Task</th>
<th>Members</th>
<th>Requisite Materials</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From our last agenda:
- Applying for Graduate School (Develop checklist)
- Graduate Faculty Membership (Do we keep same designations or form new?)
- Advisors for Theses/Project Committees (see Suggestions below)
- Concurrent Offering of Graduate and Undergraduate Courses\(^1\) (Establish guidelines that align with Higher Learning Commission Requirements)
- Thesis/project Submission Guidelines (Sample guidelines provided below)
- Graduate Course/Curriculum Approval (Transmittal form needed)
- Permission to Complete Courses at Another Institution (Form needed)
- Petitions from Graduate Students (Form developed)
- Fulfilling Residency Requirements (Sample guidelines)