Meeting was called to order at 3:33 p.m. by Dean John Keller.

**Announcements and Updates**

*From the Dean:* In November 2016, Erin Barnes, Program Coordinator in Graduate Development & Postdoctoral Affairs, joined the Graduate College team and has been coordinating the CIRTL at UIOWA effort. In December 2016, Wendy Danger began work as the Assistant to the Dean, a position vacated by Liz Crooks. Please contact her if you’d like to schedule a meeting with Dean Keller.

Plans are underway for the May 12, 2017, Graduate Commencement Ceremony.

**Graduate College Faculty Mentor Award** nominations are due next week (Friday, February 17, 2017).

**Graduate College Review Committee Report** was received in January and posted to the website and a response to the report will be drafted soon.

COGS and the Board of Regents contract negotiations are in executive session. Last week a **Statement from the Dean** was posted regarding potential review of Chapter 20 by the Iowa General Assembly.

**Academic Affairs Office:** Arbisi-Kelm discussed the increasing importance of MAUI on campus due to growing interest in institutional data, analytics and business intelligence. She quickly highlighted the need to verify the accuracy of a student’s MAUI Program of Study (POS), also known as degree objective. More than one advisee can be listed for the student in MAUI. The “My Advisees” function in can be helpful to DGSs in tracking and management of all the grad students in their program. A caveat is that until filtered out, undergraduate advisees assigned to the DGS would also be displayed in the “My Advisees” list.

Arbisi-Kelm reported the AAO is working with Graduate Admissions to create a form to help manage En Passant master students, further developments expected late in 2017. Of special note, 144 students are registered for 2/9/17 Demystifying Thesis and Dissertation Requirements Workshop, a new record! Thanks for your help with word of mouth.

**Graduate Student Success Office updates:** Teitle reported sorting icons on the Professional Development webpage are being populated by University of Iowa Events Calendar. Anyone can advertise a graduate professional development activity by selecting “Grad Student Event” when posting to the UI Events Calendar.

Please join and encourage others to join the CIRTL effort, great programming for graduate student teaching. A brochure regarding CIRTL at UIOWA was circulated.
Open Doors Conference is scheduled for April 22, 2017. We are seeking mentors and encourage you to send out the sign-up Qualtrics Survey. New this year...graduated keynote speakers, first will be one year out from graduation, second will be 5-6 years out, the third will be 20 years out.

Fellowship News: Campo reported the fellowship nomination and award season is well underway, three application deadlines next week, expecting 600-700 applications in Spring 2017. Graduate College is eager to fund every good student.

Campo noted a TA training taskforce is focusing on what departments do to train graduate students for teaching, such as what training is most important.

Helping Graduate Students Experiencing Academic Difficulty

Larsen and Arbisi-Kelm lead a discussion on case studies related to students experiencing academic difficulty. Case Studies #1A and 1B and resources available for dealing with student issues are attached.

Meeting adjourned at 4:57 p.m.