University of Wisconsin-Madison  
Graduate School Academic Planning Council  
2:00 – 3:00 p.m., Room 52 Bascom Hall  
October 20, 2017  
MINUTES

Members Present: William Karpus (chair), Christa Olson, Tracy Schroepfer, Kirsten Wolf

Members Absent: Caroline Alexander, Michael Graham

Staff: Marty Gustafson, Lisa Martin, Parmesh Ramanathan, Emily Reynolds

Dean William Karpus called the meeting to order.

Introduction:
The minutes from the September 15, 2017, GSAPC meeting were approved.

Information Items:
1. Associate Dean Lisa Martin informed the GSAPC on the distinct responsibilities between the Graduate School Associate Deans and the organizational structure of the Graduate School.

Discussion Items:
1. Associate Dean Parmesh Ramanathan led a discussion on annual assessment and feedback on progress toward degree for doctoral students. Associate Dean Ramanathan is planning to speak with Schools and Colleges for additional feedback on policies and annual assessment mechanisms.

2. Associate Dean Martin led a discussion on the departmental communications process and criteria for assigning and training teaching assistants. The Graduate School Handbook template requests that programs state how appointments are assigned. The committee stressed the need to review procedures during program review and the importance of students receiving TA training even if they are teaching without a formal appointment.

3. Dean Karpus led a discussion on the Faculty Policies and Procedures 3.05.H. policy.

Adjournment:
Moved and seconded to adjourn. The motion passed unanimously.