The Assembly was called to order at 3:12 pm by Dr. John Bird. The first order of business was a request for a volunteer to act as Parliamentarian. Keith Benson volunteered.

**Report of the Academic Vice President: Dr. Tom Moore**
- Reported that the Dean’s have been discussing new ways and means for delivery of graduate programs. He noted a variety of opportunities are being explored. One point of discussion was cohorts, possibly in Charlotte. The question for discussion is: Are we meeting the needs of the community?
- He pointed out that there is no agenda and the discussion of new programs is still open.

**Report of the Associate VP for Graduate Studies: Dr. Wilhelmenia Rembert**
- If you are engaged in a program review, please let the Office of Graduate Studies know how they may help or what information they may provide for the report.
- Enrollment outlook: at this point applications are down about 50%.
  - 31 recruitment visits are planned
  - All graduate faculty is well at the 21 September 2004 Open House
- Ideas for an award at Graduate Commencement are being discussed.
- Please review the 2004-06 catalog for errors and send those to this office. We are able to correct errors on the website.
- Take this opportunity to introduce
  - Sharon Jackson, Director of Graduate Studies
  - Lauren Carpenter, Coordinator of Marketing & Recruitment
  - Natalie Jeter, Administrative specialist for Graduate Studies

**Questions for Dr. Rembert:**
- **Q:** What is the process for changing academic regulations at the graduate level?
  - **A:** Begin with Graduate Council.
- **Q:** Do we have money for advertising the graduate programs?
  - **A:** Our total budget is $38,000.

**Report of Chair of Graduate Council: Dr. Janet Chism**
- The Council has not met at this time.
- Please inform us if you have business to bring before us.
- Issues coming before the Council are
  - Moving back the deadlines for fall admissions
  - Grading policies for graduate courses
  - Reviewing the support for graduate students

- There was no additional continuing business.
- There was no new business.
- There were no announcements.

The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Dr. Rebecca B. Evers