Orientation for NEW Graduate Academic Administrators
(Graduate Chairs, Directors and Coordinators)
You are welcome to attend, even if you are not NEW
8:45 a.m. -12:00 noon
Tuesday, October 7, 2014
Venue: GB 202, Galbraith Building, 35 St. George Street

AGENDA

Coffee & Refreshments beginning at 8:45 a.m.

1. Welcome
Professor Elizabeth M. Smyth
Acting Dean, School of Graduate Studies

2. Graduate Student Administration: Updates and Initiatives
Professor Luc De Nil
Vice-Dean, Students

3. What We Do and What Is New
Professor Elizabeth M. Smyth
Vice-Dean, Programs

Break (15 mins.)

4. Information Systems
Corey Dales
Director, Information Systems

5. Governance and Policies
Emma Thacker
Governance and Policy Coordinator

6. Student Services
Don MacMillan
Director, Student Services
Josie Lalonde
Associate Director, Student Services-Student Systems
Laura Stathopoulos
Associate Director, Graduate Awards and Financial Aid
Lisa Haley
Postdoctoral Administrative Officer