

GRADUATE ADMINISTRATORS COUNCIL (GAC)  
Minutes of January 31, 2008

Attending: Philip Langlais, Brenda Neumon Lewis, Jeff Richards, Cheryl Baker, Isao Ishibashi, John Morris, Robert Wojtowicz, Mike Overstreet, Sharon Judge, Martha Walker, Wayne Hynes, and Osman Akan

**1. Approval of January 17, 2008 Minutes**

It was moved and voted by the Council that the January 17, 2008 minutes be approved as submitted.

**2. Announcements**

Dr. Philip Langlais announced that the Office of Graduate Studies has moved to one location. The new address is 210 Koch Hall. OGS has a new temporary receptionist during this transition phase.

Dr. Philip Langlais hopes that many of the GAC members have had an opportunity to interact with the new Provost. He indicated she is very hard working and an attentive listener.

3. The Virginia Tidewater Consortium Exchange Program policy was discussed. Robert Wojtowicz suggested limiting the number of credits a grad student could take to 12 credit hours. The current policy language covers only undergraduates; it does not address graduate students. The program allows students to pay the tuition at their home institution and it is usually limited to courses which are not offered at the home institution. It was agreed that we need to make sure that we are very clear so that there is no confusion regarding the overall number of credits allowed. Mary Swartz noted that it is a very deliberate process to get approval to take these courses. Dr. Brenda Stevenson-Marshall suggested that language should be included which states, "If you have 12 credit hours of transfer work, than you may not take consortium classes." Dr. Robert Wojtowicz and Dr. Cheryl Baker agreed to work on the subcommittee along with Dr Lewis to develop language covering graduate students.
4. The issue of an old course policy was discussed. Several questions were raised about the recommendations made by the subcommittee. Dr. Wayne Hynes noted the College of Sciences is banned from recertifying a course after 10 years already. Dr. Osman Akan asked why 10 years was suggested as the time frame stating a student only has 8 years to complete their PhD and only 6 years to complete their masters. Also, there was a question regarding the reference point for the 10 years? That is, whether it is the start of a students program or the last time they took a course? It was agreed that our goal is to accommodate students who are truly separated from the University. It was recommended that the policy

include language that articulates what we are trying to achieve. This issue will be brought back to the next meeting.

5. Mary Swartz and Alice McAdory attended the Council to discuss non degree student enrollment status. Several questions were addressed including: How are non-degree students allowed to be enrolled in classes with pre-reqs? Should courses be open to degree seeking students 1<sup>st</sup>?

Alice described the admission process for non degree students. Non-Degree students pay the \$40 fee and apply on line, or they walk into admissions. They are encouraged to seek degree seeking admission. Their transcript is not required at the beginning; however, they must have their transcript to admissions by the end of their first enrolled semester. Dr. Jeff Richards noted that GPDs are given no information about certificate only students. He asked can we get information on these students to the GPDs? Alice said that we can pull reports. Mary Swartz will return to discuss in more detail the registration process for non degree students.

It was also noted that there is a need to look at the number of certificate programs, clearly identify them and get a good list of certificates together.

6. Meeting adjourned at 10 am.