

GRADUATE ADMINISTRATORS COUNCIL (GAC)
Minutes of September 13, 2007

Attending: Phil Langlais, Brenda Neumon Lewis, Dave Branch, Cheryl Baker, Brenda Stevenson Marshall, Jeff Richards, Robert Wojtowicz, Mike Overstreet, Sach Albin, Gaith Rabadi, and John Morris

1. Approval of May 10, 2007 Minutes:

It was moved and voted by the Council that the May 10, 2007 minutes be approved as submitted.

2. Announcements:

Dr. Brenda Neumon Lewis announced that the Graduate Administration Workshop will be held October 4th and 12th. She encouraged GAC members to inform individuals who work with graduate programs to participate. Registration information will be going out by the 17th of September.

Dr. Lewis also announced that preparations have begun for the 2008-2010 catalogs. There will continue to be an undergraduate and graduate catalog. There will be a meeting for all assistant/associate deans to go over the process of curriculum and course changes with Brenda Lewis and Judy Bowman.

Dr. Langlais announced that the VCGS will once again hold the Graduate Research Forum up in Richmond while the legislature is in session. It has been very successful and a wonderful experience for the students. Each university may bring 6 students. A memo requesting nominations of ODU students will be forthcoming. They are also trying to get time on the floor of the legislature.

CSGS Awards – the Office of Graduate Studies will accept and process nominations for these awards. Please have them to the office by October 5th.

Mentoring Awards have been announced. There are 4 awards @ 3 thousand dollars each.

The Graduate Studies Newsletter has been issued. We are hoping to get a newsletter out at least twice a year. Dr. Langlais asked for any feedback, comments or topics that there might be.

Drs. Langlais & Lewis are working with the Alumni Association which has indicated an interest in supporting graduate students. Dr. Langlais is hoping for additional fellowship monies and travel money. The Alumni Association has agreed to host a reception for graduate students at graduation. The alumni association has asked for help in contacting graduate alums.

3. Dr. Langlais gave an overview of the OGS goals for 2007-2008
- a. Provide provost and senate best practices for administration of graduate programs by end of the year or sooner

- b. How we assess graduate programs on a regular basis – by the end of the year
 - a. Common Set
 - b. So we can set objectives and targets
- c. Metrics and procedures for our assistantships so that we can reallocate

Enrollment Commission

- a. University wide commission - enrollment/retention/graduation rates
- b. Dr. Langlais is working on getting graduate programs in the mix for attention-coming to GAC to see how to make the case

Dr. Langlais reported that the strategic plan includes a goal to establish a graduate school. The President and the Provost have indicated that he should develop a proposal for establishing a graduate college this year. Input will be engaged by GAC to assist with the structure, accountability and resources for the college.

4. Task Force Updates

- a. Graduate Administrators Survey
 - i. IRB approved
 - ii. IRA handled the survey
 - iii. Dr. Langlais reported that there were 53 respondents 30 of them were GPD's/
 - iv. The survey request was sent out a total of 5 times.
 - v. The subcommittee will look at the overall results and determine how set up focus groups.
- b. Assessing graduate programs
 - i. Dr. Branch noted they need to pick up momentum and get a list of metrics together and note how they are used in the assessment of programs,
- c. Dissertation Committee
 - i. Cleaned up version sent out electronically - next to go up to catalog

5. Updates

- d. Dr. Langlais reported that the grievance policy has recently been approved by committee C and is now on the senate agenda
- e. Dr. Richards brought up the concern about how to get residency for graduate students in the distance PhD
- f. Dr. Rabadi's department has a web based database which is in the testing phase, for alumni – he will have the alumni office look at it.
- g. Dr. Langlais has asked the president and provost to conduct an assessment of the Office of Graduate Studies. He is currently putting together a 4 year report on the office. There will be a survey going out in the next month related to this assessment.

Meeting adjourned at 10:30