Graduate Administrators’ Council (GAC)
Minutes for Thursday, April 21, 2016
Koch Hall Board Room, Room 118
9:00 am to 10:30 am

Attendees:
Robert Wojtowicz, Chair

Missy Barber  David Earnest  Humberto Portellez
Richarden Benjamin  Bill Heffelfinger  Bryan Porter
Jane Dane  Kiran Karande  Andres Sousa-Poza
Kevin DePew  Ravi Mukkamala  Mary Swartz
Shirshak Dhali  Steve Myran  Bonnie Van Lunen
Gail Dickinson  Chris Osgood  Corey van Vlymen
David Chapman  Brian Payne

Members highlighted in italics were not present at the meeting.

Graduate Admissions – Bill Heffelfinger

- Bill Heffelfinger gave an overview of the enhancements made to the current system for admitting students, stating that the biggest piece/change is that all of the students’ information can be accessed via Leo Online.
- The question was raised as to whether or not it makes sense to request every transcript for graduate students. Compiling transcripts takes time and can cause a financial hardship for students. Concern was expressed that it might be necessary to require all transcripts because of Title IX.
- There were a couple of other questions about the revised admissions process. Anyone can be “deputized” to use the system. Dr. Chapman asked about the possibility of a data dump from Leo Online into an Excel file. Mr. Heffelfinger will check with ITS to see if it is possible.

Approval of Minutes for Thursday, April 7, 2016

- Minutes were approved as submitted.

Announcements

- Graduate Research Achievement Day – We still need a volunteer for Session 1. If you are interested, please let Missy know. Please encourage faculty and students to attend and tell the students to bring their friends.

Has GRAD Day outlived its usefulness? Council felt like the event should be held earlier in the year, perhaps the week after Spring Break. There will be a better communication plan for next year.

- Graduate Student Organization – There is a nucleus of about 8 or 9 students. Elections will be held the beginning of next year.

- Graduate Administrators’ Council’s April 21st meeting is CANCELED.
- Banner Carriers have been chosen.
The Advanced Degree Luncheon will be held on Thursday, May 5, 2016.

Graduate Program Director Position Description

- Dr. Wojtowicz said he is waiting for feedback from the Darden College of Education and they should have something to him by Friday. Robert is hoping to present the revised description to Provost’s Council on next Tuesday.

Peterson’s

- Dr. Wojtowicz asked Council if anyone actually used/looked at Peterson’s. He said that he has thought of discontinuing ODU’s participation, but after surveying Virginia schools practices, he thought we should continue. Also, it was mentioned that more international students might use Peterson’s.
- Dr. Wojtowicz advised that reporting to Peterson’s is now electronic. A memo was sent to the Deans and Associate Deans advising of the new process.

SPEAK Retest – Date Added

- Based on feedback from some of the GPDs, an additional SPEAK retest date has been added on December 2, 2016.
- Dr. Wojtowicz asked for volunteer evaluators for the SPEAK retest.
- Council asked for more information regarding the SPEAK test and retest. It was suggested that David Silvis come to speak to Council.