

**Graduate Administrators Council (GAC)**  
**Minutes of Thursday, January 6, 2011**  
**Koch Hall Board Room**  
**9:00-10:30 a.m.**

Attending: Brenda Neumon Lewis, Chair, Kasye Thomas, Robert Wojtowicz, Mona Danner, Sharon Judge, Christopher Osgood, Ali Ardalan, Osman Akan, Martha Walker, Richardean Benjamin, Dennis Gregory, Mary Swartz

Guests: M. DeBowes and J. Wright

**Approval of November 18, 2010 Minutes**

- Minutes were approved.

**Announcements/Updates- B. Lewis**

Announcements of VCGS Graduate Research Forum Presenters

- Dr. Lewis announced the names of the students selected for the VCGS Graduate Research Forum. She indicated that the quality of the proposals was very good and thanked Council members for getting the word out. Dr. Lewis informed Council that a video has been put together by VCCGS showing the value of graduate research at each institution and which will also be presented at the Research Forum. The video will be shown to Council at the next meeting.

Spring Orientation Update

- Dr. Lewis indicated the Spring Orientation was a success but it appeared many students were unaware of the RCR Assessment. The Council was reminded to tell GPD's of RCR and to inform their students of the requirement.

CourseLeaf Management Software

- Dr. Lewis informed Council that the Provost has approved purchase of the CourseLeaf Management Software. Mary Swartz discussed the progress being made with the software and how it will be implemented. She indicated that the process for the upcoming 2011-12 catalogs would remain the same.

**Discussion on New Information Required on Admission Applications-J. Wright and M. DeBowes**

- Dr. Lewis indicated she had questions regarding the students criminal backgrounds on the new admission application with J. Wright, University Attorney and M. DeBowes, Director of Student Judicial Affairs. They gave an overview of new questions that will be asked. They also discussed the procedures that will be followed at ODU after the information is collected and noted that the questions were primarily a threat assessment tool. J. Wright reassures Council that these questions will be on the general application but will not be forwarded to the colleges or GPD's. He assured Council, he will keep it abreast of procedures as they are developed.

### **Discussion on Policy for Repayment of Tuition Waivers-C. Osgood**

- Chris Osgood went over changes suggested by the subcommittee.
- The suggested changes included specifying dates for fall, winter and spring when students would be required to return tuition if they discontinued their assistantship.
- In addition the subcommittee suggested that the second sentence in the policy should be deleted.
- There was a lengthy discussion on the pros and cons of being too rigid with time regard to the deadline dates a student would be required to return the tuition. Finally, Council agreed not to specify the dates for how long a student must work and to retain the language that is currently in the policy. It was also agreed that the second sentence currently in the policy should be deleted.

### **Discussion on Numbering Policy**

- Provost Council recommended at its meeting that the language of 3/5 be changed in the policy. It was suggested the majority be substituted for 3/5. Council indicated this would weaken the policy and decided unanimously that no change is required. The policy has been sent to Faculty Senate Committee C. Dr. Lewis indicated she would wait for Committee C's before placing this issue back on Provost Council agenda.

### **Graduate Research Day**

- Dr. Lewis announced that Provost Simpson would like for the colleges to collaborate and create a Graduate Research Day. Dr. Lewis chose April 13, 2011 in the Big Blue Room for Graduate Research Day to take place. Council agreed that there was very little time to organize this and that most of the remarks were involved with other activities in preparation for the SAC's visit. Martha Walker suggested that the students selected to present in Richmond for the VCGS Research Forum present or the seven students that weren't selected. Council decided that Webb Center would be a better location and to aim for March. Dr. Lewis indicated she would explore a change in the venue.

### **Issues of Decentralization-Report for Provost**

- Dr. Lewis announced that Council needs to begin brainstorming what information the report will contain. She listed topics such as funding, assistantships, and resources. Robert Wojtowicz suggested that they create a survey stating what is and is not working before writing a report. Dr. Lewis requested suggested Council begin working on the questions for the survey.

Meeting Adjourned at 10:19