

GRADUATE ADMINISTRATORS COUNCIL (GAC)

Koch Hall Administration Building Board Room

March 5, 2009

9:00-10:30 a.m.

Attending: Phil Langlais, chair, Chris Osgood, Mike Overstreet, Martha Walker, Brenda Stevenson-Marshall, Sharon Judge, Ted Remley, Mona Danner, Osman Akan, Isao Ishibashi, Ali Ardalán, Robert Wojtowicz, Gail Taylor

Approval of February 19, 2009 Minutes

Minutes approved without changes.

Updates/Announcements

Dr. Phil Langlais announced that the Provost and Vice Presidents are looking at ways to use the one-time funds given to the university during General Assembly. Modeling and Simulation education has been awarded \$2.1 million. Allocation of these funds has not been determined.

Minority Recruitment Policy

Dr. Chris Osgood reported that there is no graduate program for minority recruitment at Old Dominion and suggesting developing a program and posting it on the Office of Graduate Studies website. Dr. Langlais stated that there are a number of undergraduate programs but none on the graduate level. He stated that a program can be put into place quickly on the college level but would require substantial resources on an institutional level. Dr. Sharon Judge suggested the university offer the McNair grant. Dr. Ali Ardalán asked if the undergraduate programs can be extended to include graduate students and training for GPDs.

Dr. Brenda Stevenson-Marshall stated that Council needed to define “minority” and suggested using the term “under-represented” instead and that the graduate statement should carefully define the goals of the program. Dr. Stevenson-Marshall also reported that there is external funding available by discipline for development of under-represented recruitment programs and suggested looking at the University of California at Berkley’s website for guidance.

Dr. Mona Danner stated that the program should include services to students, recruitment and retention, and training of GPDs and faculty. Dr. Osgood suggested requesting salary support for program support staff. Dr. Langlais asked Drs. Osgood and Stevenson-Marshall to draft a position statement and bring to the next meeting of GAC. Dr. Langlais agreed to present the statement at Provost’s Council to the provost and deans. If approved, a budget would be given to the provost to present to the Budget Committee for approval. Dr. Langlais also suggested possible budget support from GAAN and IGERT. The associate deans will also report what their programs currently have in place to accomplish the goals of recruitment of under-represented groups. From the findings, Council will develop a case study. Drs. Osgood and Stevenson-Marshall will bring the draft of the statement to the next meeting of GAC.

Discussion on recommendation by SEM Grad Committee to improve communications between GAC and graduate faculty, GPDs, department chairs, and administrative units, e.g. Registrar, Grad Admissions, OIP, ISSS, Financial Aid

Dr. Langlais stated that there is a need to enhance communication between GAC and graduate faculty, GPDs, department chairs and administrative units. He posed the question, “what are the most practical ways to get information to these bodies?” Dr. Langlais reported that the Grad SEM committee suggested faculty representation on GAC and a discussion ensued. Dr. Ted Remley stated that GPDs are faculty members and that they provide information from GAC during GPD meetings. Dr. Osman Akan agreed stating that GAC is for administrators.

Dr. Osgood asked if a representative from Committee C should be present. Dr. Ardalan stated that the two units should work independently of each other as Committee C's main focus is curriculum.

After a lengthy discussion, Council agreed that adding more faculty members to GAC would not be the most effective way to improve communication between the groups. It was decided that the approved meeting minutes and draft of the next meeting's agenda would be emailed to each GPD after each meeting.

Review revised Admission Appeal Policy

Dr. Danner presented the draft of the graduate admission appeal policy stating that it mirrors the grade appeal policy. She stated that the policy puts a reasonable standard on challenging admission decisions. The new policy will be placed in the graduate catalog and in the Faculty Handbook. After changing the word "affect" was changed to "effect" the policy was accepted by Council.

Updates from 2008-09 Sub Committees

a. University Thesis/Dissertation

Council reviewed the University Thesis/Dissertation Committee report. Dr. Osgood asked if the documents can be published in color. Dr. Langlais reported that ProQuest will convert to color and expects roll-out in a year. Dr. Danner reported that only about 1/3 of universities currently accept electronic submissions of the thesis/dissertation and the process takes about a year to finalize. Generating hard copies and the number is at the discretion of the university.

Dr. Osgood asked if there were copyright issues when submitting information from a published dissertation to a journal. Dr. Langlais advised that certain journals have more stringent policies regarding republishing data and that faculty and students should be informed of these concerns.

Dr. Langlais asked what each college's process for formatting approval is. Dr. Robert Wojtowicz reported that the College of Arts and Letters hired two editors to review the documents. The remaining five colleges rely on faculty members to review formatting. Dr. Langlais stated that each associate dean should have their college decide which style should be used for the thesis/dissertation.

Dr. Wojtowicz asked if the students should use the university or college guide. Dr. Danner stated that the university guide should be smaller and specific requirements should be found in each college's guide. Dr. Wojtowicz agreed stating that the guide should cover formatting but could be reduced to five pages. Council agreed that the guide should include a general formatting guidelines, cover page, timeline, copyright information, process by which it is approved and an appendix of forms.

After a lengthy discussion, Council agreed to revisit the topic at the next meeting.

Additional Topics

Dr. Remley submitted the topic of "Candidacy Requirements" for the next agenda.

Meeting Adjourned at 10:30 a.m.