

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, March 15, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Isao Ishibashi, Sharon Judge, Mona Danner, David Selover, Richardean Benjamin, Robert Wojtowicz, Ali Ardalán, and Mary Swartz

Guest Speaker: Tiffany Goodman, Office of the University Registrar

**Approval of March 1, 2012 Minutes**

- Minutes were approved.

**Announcements/Updates**

- Graduate Newsletter – E-News edition to be sent out to all students and Associate Deans.
- Outstanding GTA Awards – OGS only received five nominations, three for classroom instructor and two for laboratory instructor. Associate Deans were asked to forward their recommendations for committee members to Dr. Lewis as soon as possible. A decision must be made by March 23. The winners will be acknowledged at the Faculty Awards dinner.
- Doctoral Mentoring Award – Dr. Lewis advised Council that the Provost agreed that college winners should receive \$500 but indicated that it should be paid from the Dean’s budget of each respective college. The overall winner will be given \$4000. All winners will be acknowledged at the Faculty Awards dinner.
- Graduate Research Achievement Day – To be held April 19, 2012. The OGS has received over 50 submissions this year. The event is not competitive, so all students will be allowed to participate. Students will receive a letter sent electronically regarding details of the event and poster preparation.
- Courseleaf – Dr. Lewis stated that there may be more training. The deadline for updates for the graduate catalog is March 26, 2012.

**Discussion of RCR Policy**

- It has been proposed to change the language in the policy so that students must complete the RCR training within their first semester and that the policy would only apply to degree seeking students only. After some discussion, Council agreed to both of these changes.
- Council members suggested that the link to the website for the RCR training be more easily accessible to students.

**Overview of Graduate Degree Audit/DegreeWorks**

- Mary Swartz and Tiffany Goodman provided an overview of DegreeWorks. Tiffany advised Council that she was 90% complete with updating DegreeWorks with the graduate degree programs. If changes should be made, please contact Ms. Goodman via email at [tgoodman@odu.edu](mailto:tgoodman@odu.edu) or [DegreeWorks@odu.edu](mailto:DegreeWorks@odu.edu).
- Ms. Goodman demonstrated how advisors can create plans of study for their students and create “what-if” scenarios for them.
- The next step is to follow-up directly with the colleges and work with GPDs directly. Council suggested that Associate Deans be given dates and times when Ms. Swartz and Ms. Goodman were available to meet and the Associate Deans would help to facilitate the process.

**Discussion on Need for Adequate Progress Policy**

- Chris Osgood initiated a discussion about the need for an adequate progress policy for students. The University does not currently have a policy. He asked whether other colleges had a practice in place when students are not making successful academic progress to switch students to non-degree seeking. Council discussed the issue and agreed that a policy was not needed at this time.

### **Additional Topics**

- **SACS Visit**

- Dr. Lewis mentioned the SACs team would be on campus in April. The team will consist of 11 members. Each college should have a representative to coordinate contact with the SCHEV representative. There were questions about what might be expected as it relates to graduate programs. Dr. Wojtowicz suggested that Dr. Marty Sharpe be invited to discuss this at a GAC meeting. Dr. Lewis said she would invite her to the next GAC meeting.

**Meeting Adjourned at 10:22 am.**