

DRAFT

Graduate Administrators Council (GAC)

Koch Hall Administration Building Board Room

March 19, 2009

9:00 – 10:30 a.m.

Attending: Philip Langlais Chair, Brenda Neumon Lewis, Isao Ishibashi, Yin Xu, Mona Danner, Ali Ardalan, Chris Osgood, Mike Overstreet, Robert Wojtowicz, Sharon Judge, Osman Akan

Approval of March 5, 2009 Minutes

Minutes were approved as submitted.

Announcements

Dr. Langlais announced that the Provost has put the Council of Graduate Schools (CGS) consultants' report on Graduate Studies, on the upcoming Provost's Council so that the college Deans may review the report before it is made public. Phil indicated that once the Deans have seen the report it would probably be made public to the chairs, gpd's and campus community.

Dr. Langlais indicated he had not received any decision about the overall Academic Affairs or Graduate Studies budget and no decision had been made about the tuition increase. He indicated that any tuition increase must be approved by the Board at its April meeting. At this time, there has been \$2.1 M awarded by the state legislature for Modeling and Simulation Education for AY 09-10. He stated that the Associate Deans should make their assistantship offers and once the budget is approved their tuition waiver allocations will be adjusted appropriately.

Dr. Neumon Lewis reported that the deadline for the return of the catalog narrative for each college has passed. She also indicated that the draft of each college's course list was sent through the mail last week. The course list draft is to be returned by March the 27th. Dr. Lewis indicated that the Associate Deans would have another opportunity to make editorial changes to their college section both the narrative and the course list.

Dr. Neumon Lewis also distributed a report of the reinstatements processed for this semester. There were no questions regarding these data.

Graduate Recruitment Model

The discussion on a policy for recruitment of underrepresented populations into graduate programs was continued from the last meeting. Dr. Osgood stated that he had looked at the principles on the Council of Graduate Schools (CGS) web site and thought it was very good. He recommended a statement of the ODU principles have a link to the CGS site. Dr. Wojtowicz asked whether ODU should adopt the CGS policy as our own. It was agreed that ODU should have its own policy. Dr. Neumon Lewis asked where the university statement should appear. Dr. Osgood said certainly on the Graduate Studies website but possibly in the catalog as well.

Dr. Langlais asked each Associate Dean to describe what specific activities they used to recruit under-represented and underserved students:

Arts & Letters - Dr. Wojtowicz indicated that the college did not have specific activities but would like to do a better job in this area.

COBA - Dr. Ardalan indicated that his college participated in the Project Conference which is a good place to recruit.

Engineering - Dr. Akan indicated that they did not have specific activities except for the womengineering program which is for undergraduates and graduate students.

Education - Dr. Judge indicated that the college goes to all of the school districts to recruit, as well as, to the Hack's career fairs. She also indicated that working with diverse students and faculty are part of the learning outcomes for the students in the college.

Sciences – Dr. Overstreet indicated that a faculty member in Physics had taken it upon herself to establish a support group for female graduate students. He also mentioned that while the overall enrollment in computer science has been increasing, the number of women in the discipline has been declining.

Dr. Langlais stated that it is important to have targets and stated that each college needed to set targets. Dr. Osgood indicated that he along with the sub committee, will ask each Associate Dean to forward him a summary of the activities that they are currently taking to recruit graduate under-represented and underserved students, their enrollment figures and graduation figures for under-represented and underserved students, their targets with respect to these groups and any accreditation issues that impact under represented groups in their programs. He will summarize what are the appropriate policies and goals and bring them to the name Council meeting.

University Thesis and Dissertation

The Council continued the discussion from the last meeting on the university thesis and dissertation guide. Dr. Langlais indicated that we need to determine how the current guide meshes with what the colleges are doing and in addition, that there should be consistency in the review process. The Council agreed with these points. Dr. Danner indicated that there are two ways that we can move forward with this issue:

1. A Minimalist Approach – This would involve using the Pro Quest model, (which is approximately 2 pages) as the university information, and then refer students to their appropriate college or program guides. She indicated the responsibility would be the student's, the chair, and then the associate dean's and each college could identify the style guide they wished their students to follow.
2. Keeping the University Guide as is with Additional Samples

The Council agreed that there is too much information in the current guide and that too much of it is redundant or contradictory but that students need samples. Dr. Osman recommended that the University Guide should include specific instructions on the cover page, the table of contents, table of tables and the list of figures and suggested that a template would provide consistency at the University level. Dr. Overstreet emphasized the importance of providing students with samples but asked if the current document could be reduced in size.

Dr. Wojtowicz recommended that the Provost be asked to allocate funds to pay someone to revise the university thesis /dissertation guide. He indicated that there are two editors in the

College of Arts and Letters who are very experienced with the current guide and one of the editors has also worked in the College of Engineering. There was a lengthy discussion about how many hours this project would take and the projected costs. Dr. Wojtowicz indicated that he thought it would require possibly \$3,000. Dr. Langlais also asked what would be the instructions for this process. Dr. Danner indicated that the instructions would start with having them to review the document for contradictions and redundancy taking into consideration the suggestions made by Dr. Serbo's class project to review the guide and suggestions and concerns that had been raised by the Council. She indicated that after a first draft people from each college who are knowledgeable about the process could review the document.

Dr. Judge asked about the electronic submission. It was indicated that this issue would be tabled for this year. Also it was mentioned that Pro Quest was working on colored pages but that had not been completed as of yet. Dr. Langlais indicated he would ask the Provost about funding for this project.

GTA Institute

Dr Ardalan indicated that his committee is collecting information on students Speak Test Scores and the IBT scores. He has asked the Associate Deans to review the evaluations of those students for whom they have gathered scores. He is still waiting for this information so that he can make an analysis and provide some conclusions and recommendations. He indicated he hoped to provide a complete report within the month. Dr. Langlais indicated he hoped we could have recommendations on this topic before we break for the summer.

Continuous Enrollment

The Council continued its discussion on the policy for mandatory continuous enrollment of doctoral candidates who have passed into candidacy. Dr. Danner indicated that her concern had to do with requiring students to be enrolled when the faculty are not on staff during the summer. Dr. Osgood said that this is College specific because the summer was a prime time for students to be enrolled in the College of Sciences. Dr. Wojtowicz indicated that it can be a financial burden for students, especially international students. Dr. Langlais indicated that the national trend is try to get doctoral students through their programs in a reasonable time and that ODU does not have a clear expectation on time to degree, especially for PhDs goals about this. He pointed out that the lack of resources, in terms of supporting students and paying faculty for summer, is driving our policy and practices. He indicated that he can provide data on summer enrollment of doctoral students in the 1 credit course. The Council agreed more discussion on this topic is needed.

The meeting was adjourned at 10:30 a.m.