

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, April 10, 2014**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Brian Payne, Jane Dane, Ravi Mukkamala, Lynn Ridinger, Gail Dickinson, Ali Ardalán, Craig Bayse, Isao Ishibashi, David Selover, Carolyn Rutledge, Robert Wojtowicz, Missy Barber

Guests: Vinod Agarwal and Marcello Siles

**Approval of March 21, 2014 Minutes**

- Minutes were approved as submitted.

**Revising Admission Standards for 3 year Baccalaureate Degrees Holders – Dr. Agarwal**

- Dr. Agarwal stated that he had spoken to the Graduate Administrators Council several months ago about the possibility of revising the admission standards for 3 year baccalaureate degree holders. Since that time, the Dr. Lewis established a committee to research the possibility and to provide more information. Dr. Agarwal thanked the committee for helping with the project. Council was provided a copy of the subcommittee's analysis and recommendation.
- Dr. Agarwal summarized the recommendation as follows:
  - Three year baccalaureate degree holders would be considered for provisional admission if the students met certain criteria.
  - The students would still need to complete 12 paid credit hours at the undergraduate level.
  - GPDs or CDAs would inform students of requirements.
  - The University's TOEFL requirement will need to be met. Student may still need to take ENGL 110C, etc.
  - Students must meet any other requirement for graduate admission.
  - Students must meet minimum admission standards.
- A ranked list of schools in India was distributed. Dr. Agarwal said that it is difficult to come up with rankings of institutions and that all rankings have issues. There have been some differences of opinion within the committee as to the rankings to use and how many schools should be used. A pilot program was suggested with the top five schools.
- Dr. Bayse advised Council that the committee is still in the process of determining the best course of action.
- Dr. Siles said that the programs that will be most affected by this will be in the Colleges of Business, Sciences, and Engineering. However, Engineering students should not be an issue because they already have more than a three year degree. He also stated that the University currently accepts students with three year degrees from Europe based on the Bologna agreement. Dr. Lewis said she was not aware of this practice and we need to check on this with Steve Risch upon his return.
- Dr. Ardalán said that the question is do these students need gen eds like our students or not. He emphasized that the focus of foreign degrees is on the subject area. Their systems are totally different from ours. If we are already accepting student without gen eds, can we just accept it as is and not require them to take the gen eds? He further stated that we can decide

on specific gen eds a student would need for a particular discipline. If GPDs think there are certain courses they would need, they can require students take them.

- Dr. Bayse said there had been some discussion with the subcommittee about using MOUs instead of rankings. It was pointed out that MOUs can take a long time to establish.
- Dr. Agarwal said that the top institutions do not fall off the rankings. He proposed using the top 10 institutions in India as a pilot program, then decide if other schools can be used.
- Dr. Ardalan mentioned there may be legal ramifications with discerning between rankings and it would be difficult to administer. With MOUs, ODU has the opportunity to choose the schools.
- Dr. Selover asked about the time it would take to prepare MOUs. Dr. Ardalan said that it takes a lot of time, but it would protect ODU.
- Dr. Siles advised that it is not easy to prepare MOUs for Indian universities. Individual MOUs would have to be established with each satellite school.
- Dr. Lewis asked if a recommendation was being made. Dr. Bayse said that the committee needed to resolve some concerns. It was also mentioned that more input was needed from Steve Risch.
- Concern was expressed about the MOU process. A question was asked about whether or not the MOU would cover someone that had graduated 10 years before. It was suggested that the policy should address whether or not students had recently graduated. A time frame may be needed. It was pointed out that undergraduate credits do not expire.
- Dr. Agarwal asked Council whether or not there was agreement to proceed with the process in principal. If there is agreement, then the subcommittee will proceed.
- A motion was made to put forth a policy for admitting students with 3 year baccalaureate degrees.
- Dr. Lewis advised Council to talk to faculty in the colleges and provide feedback to the subcommittee. The issue will be brought forward again when the committee has finalized its work.

### **Announcements/Updates**

- Dr. Lewis announced the Doctoral Mentoring Award winner, Dr. Danica Hays, Darden College of Education, Counseling and Human Services.
- Dr. Lewis also announced the winners of the Outstanding Graduate Teaching Assistants. Jessica Beard, College of Sciences was chosen as the OGTA – Classroom and April Cobos, College of Arts & Letters was chosen for the OGTA – Laboratory.
- All three will be recognized at the Faculty Awards dinner in May.
- Advanced Degree Luncheon – May 7, 2014. Dr. Lewis asked Council to ask GPDs to encourage students to participate. Dr. Lewis also mentioned that there had been discussion about including a graduate student or two to speak during the event. Concern was expressed about the location and the size. Dr. Lewis said they have an alternate plan if there is a high volume of attendees. Council decided that the student speakers would come from the College of Arts & Letters and the College of Business. Dr. Lewis asked that she be notified of the speakers as soon as possible.

### **Degree Designation Update – Brian Payne**

- Dr. Payne advised Council that Missy, Brenda, and he have developed a list of the degree programs we actually have. He requested that everyone check their respective websites to be sure they are accurate and verify with wording in Catalog to be sure it is correct.

- He reminded Council, if a specific degree is desired, a proposal will need to be developed and submitted to SCHEV. Dr. Payne confirmed that concentrations do not have to go through SCHEV's review/approval process.
- It was suggested that a subcommittee be established to look at the language in the catalog and make sure that concentrations were properly identified to be more accurate.
- Dr. Lewis clarified that only the degree awarded is printed on the official diploma, detailed degree descriptions are on the transcript.
- Dr. Dickinson and Dr. Dhali suggested a meeting to discuss and degrees, concentrations, emphases, etc.

### **Graduate Assistant Enrollment Requirements – Update – Brian Payne**

- Dr. Payne advised that the enrollment requirement recommendation for Graduate Assistants has gone to Faculty Senate and is as follows:
  - GTAs = 9 credit hours
  - GRAs = 6 credit hours

The recommendation is that the credit hour requirement is now based upon job assignment rather than funding source. Dr. Payne also noted that if a student is paid from funds other than S5 funds, they can register for fewer credit hours.
- Dr. Payne also said that graduate assistants can take 3 credit hours in the summer.

### **Sub-committee on Graduate Policy Revisions – R. Wojtowicz**

- Dr. Wojtowicz advised Council that the update to the Military Policy had been removed from the list because if any change is made to the policy, then the Board of Visitors has to approve it.
- The sub-committee is reviewing the policy for thesis and dissertation committees if an ODU faculty member leaves the University.
- Update on the Continuous Enrollment Policy – Dr. Wojtowicz stated there is a desire to track master's students and doctoral (ABD) students separately. Currently, both types of students are being registered for GRAD 999, or a specific department prefix 999 (i.e., ENGL 999). Dr. Wojtowicz proposed that we create a course number 998 for all Master's students solely for meeting graduation requirements. He also said that the sub-committee had looked at using the 600 level instead, but the 900 level courses indicate placeholder status. Council approved the policy change.
- Application for Graduation for Graduate Students – Dr. Wojtowicz said that there had been some discussion about PhD students graduating before finishing their degree requirements and some concern that they are hooded and then they still take years to finish. It was thought to be too punitive to forbid a student to participate in commencement; however, GPDs should exercise their judgment and only allow exceptional students to participate. Students that participate in December must be finished. Council agreed. A motion was made and approved.
- Dissertation Committee – Dr. Wojtowicz said that the current language in the policy is ambiguous. He discussed recommended changes as proposed to Council. Language about faculty emeriti was added. It was recommended that "should" be changed to "must." If necessary, the Provost can grant exceptions. The exception to this would be Health Sciences. Health Sciences will have an approval process through Brian Payne with a special extension of faculty privilege.

- Update on Graduate Numbering – The question was posed with regard to doctoral students taking 500 level courses. Dr. Lewis was going to check the policy. Graduate Time Limits Policy proposal was approved.
- Dr. Wojtowicz summarized what was approved. Council approved the creation of GRAD/DEPT 998, application for graduation for graduate students policy, changes to the dissertation policy, which will now be shared with Committee C, and the Graduate Time Limits policy.