

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, September 13, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Robert Wojtowicz, Richardean Benjamin, Sharon Judge, Bill Heffelfinger, Carolyn Rutledge, Lynn Ridinger, Isao Ishibashi, Osman Akan, Ali Ardalan, David Selover

**Approval of May 31, 2012 Minutes**

- Minutes were approved as submitted.

**Welcome and Introductions**

- Dr. Lewis welcomed everyone to the first Graduate Administrators Council meeting of the 2012-2013 academic year. Since there are several new members on the Council, everyone introduced themselves to the group. Also, Dr. Lewis asked if the meeting day and time was convenient for all members. Council agreed to the meeting schedule.

**Announcements/Updates**

- Courseleaf Training - Dr. Lewis advised Council of upcoming Courseleaf training for the Course Information Management System (CIM). A training schedule was provided. Dr. Lewis asked Council to encourage the appropriate faculty and staff members to attend the training.
- Catalog Printing - The Office of Graduate Studies will not be printing catalogs this year. However, departments can print their own PDF of the catalog and Colley Avenue Copies can duplicate and bind the catalogs for less than \$20 a copy. If you are interested in doing this, contact Missy Barber and she can provide you with the cover copy.
- Graduate Administration Workshop – Wednesday, October 10, 2012 in Webb Center, Chesapeake/Portsmouth Room, from 1:30 to 4:00 pm. Dr. Lewis asked Council to help to ensure faculty and staff are aware of this training, especially new Graduate Program Directors. Also, when RSVPing for training, participants should send in their issues, questions, or concerns that they would like to see addressed during the training.
- Graduate Student Organization – CV Writing Workshop, Friday, October 19, 2012 in Webb Center. Dr. Lewis reported the GSO is working hard this year to be an active organization on campus. The training is designed to help graduate students understand the difference between a resume and a CV. The session will last approximately 1 ½ hours. Part of the training will be conducted by Shelly Rodrigo in a general group format, then there will be six smaller groups led by a faculty member from each college. Please encourage students to attend.
- GTAI/GSO Evaluations – Dr. Lewis provided evaluation summaries to Council. The evaluations were very good. OGS had an overwhelming response to the invitation to attend Graduate Student Orientation this fall with over 120 students attending. Students had to be turned away because it was standing room only. Dr. Lewis was asked about providing Graduate Student Orientation to Distance Learning students. Dr. Lewis advised that OGS had tried to broadcast the session live to distance learners at quite a considerable expense and only two students participated. She indicated that the presentation materials were always posted on the OGS website. Dr. Ardalan suggested using a classroom that had the capability of using Course Capture. Course Capture is a software that records everything the instructor says along with the PowerPoint presentation. Dr. Lewis indicated that would be investigated for the spring.
- SEES – A conference travel budget is available for graduate students. Dr. Lewis advised that it shouldn't be a student's first option, but rather a back-up, for funding to attend conferences. Dr. Wojtowicz and Dr. Lewis are the two academic reviewers. Dr. Lewis asked if another member of Council was interested in being a reviewer to let her know.

The students apply online. Dr. Lewis will send the link to Council. The student's faculty mentor needs to provide a written recommendation. Students can receive a maximum of \$500 and can apply only once in their academic career. The Graduate Student Organization has proposed that students be allowed to apply for at least two conferences. Students should apply 30 days before they travel. Dr. Lewis and Dr. Wojtowicz both stressed the importance of a strong faculty endorsement and advised that it was better than just completing the qualitative check off list. It is better to show a team effort between the student and the mentor.

### **Online Course Rule Re: International Students**

- Robbin Fulmore and Sara Eser spoke to Council regarding the issue of international students taking distance learning courses. International students must demonstrate a physical presence in the Norfolk area, even if they are ABD. If an international student is attending full-time, only three of the nine credit hours can be for a distance learning course. The other six must be taken on main campus.
- International students taking distance learning classes abroad are ok as long as they do not have an F1 visa.
- At this time, there are not a huge number of students impacted by this. However, with the University pushing for more distance learning programs, the numbers could increase.
- Council asked if ISSS could keep associate deans in the loop, especially when communicating with students regarding their status or if they are in violation. Council also asked if the PDF that was distributed to them could be forwarded electronically so it could be shared. ISSS agreed to make sure the associate deans were aware and they will forward the PDF.
- ISSS has developed a policy in conjunction with the OGS reinstatement policy. International students must appeal their suspension within 2 weeks of notification. Dr. Lewis reminded Council that if students are suspended departmentally, that OGS needs to be notified so that the suspension can be communicated to ISSS.
- Robbin Fulmore also reminded Council that treatment of students should be equal regardless of their status. Do not let the fact that the student is an international student weigh on any decisions made about the student's academic status.
- ISSS is available to do college presentations on immigration basics.

### **Continuance and RCR**

- Dr. Lewis asked Council to be more diligent in guiding students' progress through programs. She has received a lot of requests for waivers this year, particularly for students that are ABD. The policy states that they must be continuously enrolled until they graduate.
- There was some discussion regarding the possible exclusion of the summer semester due to faculty unavailability. Council has addressed this issue before and the solution was to allow up to two Leave of Absences in the summer semesters.
- Update on RCR – Dr. Lewis advised Council that it was recommended that RCR completion apply not only to degree seeking students, but licensure only students as well. The reduction of completion time was reduced to 1 semester. It is currently under review by the Faculty Senate. Dr. Lewis asked that Council remind GPD's and faculty advisors about the RCR training. Also, if possible, completion of the RCR should be added to the Graduation Checklist.

### **Recommendations for Changes for Doctoral Mentoring Award – Dr. Ali Ardalan**

- The committee recommends that the Dean's letter will only be required when sending the package for University review. It is not necessary at the college level.
- March 4 is the important date to be aware of. All of the dates prior to March 4 are determined at the discretion of the colleges and internally managed by the associate deans.
- There were two other recommendations for text changes to the policy that will be made by Dr. Ardalan and resubmitted to Dr. Lewis.

**ABT Policy Recommendation**

- Enrollment requirements for Master's degree seeking students with TA/RA appointments in their final semester.
- It was recommended that the recommendation be discussed with GPD's and once that is done, then talk to Jim Duffy.
- Council recommended that the wording of the recommendation be changed from "six" to "less than full-time."
- Proposal to be sent electronically to Council.

Meeting ended at 10:30 am.