

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, November 29, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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

Guests: Renee Olander  
Barry Miller

**Approval of November 8, 2012 Minutes**

- Minutes were approved as submitted.

**Announcements**

- GSO has sent out the parking survey. Council will revisit the parking issue when the survey is returned and reviewed.
- The Master's/Doctoral Graduation Reception is December 12 at 5:30 pm at the Gordon Art Galleries. Dr. Lewis asked Council to remind faculty members to attend.
- Dr. Lewis advised Council that there will be additional Courseleaf training sessions in January on January 16 from 1 to 3 pm, and January 24 from 12:30 to 3:00 pm.
- New Graduate Student Orientation is scheduled for Tuesday, January 8, 2012, in Constant 1002.
- The GTAI Institute will be held on Thursday, January 10, 2012, in Constant 1005. Dr. Lewis reminded Associate Deans that she needs to review the letters sent out to prospective attendees. Information provided for the second day should be more descriptive, it should advise students of exactly what is required of them and that they must successfully complete both days of the GTAI Institute to be certified. It was suggested that we go back to the "old way" when OGS handled the second day. It was pointed out, however, that different colleges have different day two requirements and go over different college specific policies and procedures. Instead of reverting back to the "old way," Dr. Lewis is going to revise the current day one schedule to allow time for the Associate Deans to come in and make an announcement about the activities of the second day.
- GSO Graduate Forum for Undergraduates – January 15, 2012, Webb Center. The GSO will be putting together a flyer to advertise the event. Dr. Wojtowicz would like to know when the flyer is available.

**Discussion on Regional Centers Program Review – Renee Olander and Barry Miller**

- Dr. Lewis introduced Renee Olander and Barry Miller to Council. Ms. Olander indicated that they are conducting a program review in collaboration with the departments and colleges to determine how the three higher education centers can better serve students and faculty, and provide support to programs at the Centers. Recommendations from GPDs and Associate Deans are welcomed.
- Ms. Olander informed Council that the Higher Education Centers were originally created to serve adult, non-traditional students. She indicated the median age at the centers is 22.

Also, the on-campus demographics are about 50% males and 50% females and at the higher education centers it is about 75% female and 25% male.

- Council was also informed that room assignments for the courses offered at the higher education centers are now being set up in Scheduling/Banner. This is a positive leap forward. Ms. Olander emphasized the importance of using DegreeWorks when planning courses for students.
- The question of possibly having transportation to the higher education centers was raised. Ms. Olander said that it was an on-going conversation including Todd Johnson, HRT, TCC, and NSU.
- Dr. Lewis suggested an open forum for the campus community be conducted to discuss the usage of the higher education centers. Ms. Olander agreed that was a good idea.

### **Newsletter**

- Dr. Lewis distributed the latest edition of the Graduate News. She advised Council that it will also be sent electronically to the Associate Deans for distribution to the GPDs and then posted on the OGS website. Dr. Lewis highlighted some of the articles in the newsletter such as the GSO's announcement of the optional health insurance benefit. She advised that the University is not endorsing the program. Dr. Lewis suggested that Jenny Foss come to a future meeting to discuss the plan. Council agreed that would be a good idea.

### **Follow-up on International Instructor Proposal**

- Dr. Osgood indicated that Marcelo Siles is supportive of the proposal. The committee indicated it would recommend the position to be placed in International Programs. However, there was additional discussion regarding the best location of the position. Council wanted the position to be able to be evaluated by a faculty member, possibly Dr. de Silva could evaluate.
- It was agreed a stronger justification needs to be added to the draft.
- Dr. Lewis asked for a finalized proposal for the next GAC meeting on December 13.

### **Graduate Certificate Template and Discussion on Capturing Enrollments**

- Dr. Lewis discussed issues with graduate certificates. She indicated we must register our certificates with SCHEV.
- Dr. Lewis would like the information to be put together within the next month or so.
- Graduate Certificates should only be issued by the Registrar's Office.
- Currently, there is no process for admission to a certificate program. There needs to be a mechanism in place to notify the Registrar's Office prior to completion of a certificate.
- Certificates are not currently coded in Banner, however, because of Courseleaf, they will be set up.
- A process needs to be established for certificate programs. Council formed a committee to address these issues consisting of Mary Swartz, Bill Heffelfinger, Brenda Lewis, Robert Wojtowicz, and Jeanie Kline.

### **Additional Topics**

- Mary Swartz asked if the notification of the recommendations for PhD students who don't complete the degree and receive a Master's could possibly occur earlier. She emphasized it would be helpful if the Registrar's Office had at least one semester's advanced notice.

Meeting adjourned at 10:20 am.