
Welcome
Robert Wojtowicz greeted council members.

Approval of minutes
Minutes from the Thursday, January 16, 2020 meeting were approved with minor grammar corrections.

Announcements
Turkey. Old Dominion University has been removed from Turkey’s government watch list due to a lawsuit filed by an alumnus.

Graduate Research Achievement Day. Applications were due Friday, February 7, 2020. However, the deadline has been extended to Friday, February 14, 2020 at 5:00 pm. The event will take place on Thursday, April 9, 2020 in the Webb Center during Graduate Student Appreciation Week.

Catalog Updates. Deadline for Catalog updates is Friday, February 14, 2020.

Awards Nominations. Deadline for award nominations is Monday, February 17, 2020. It was requested to nominate more lab instructors due to only one person being nominated in previous years.

Graduate Summer Award Program. Applications are due to Bryan Porter by Friday, March 6, 2020 at 5:00 pm.

Advanced Degree Luncheon Speakers. Speakers are needed for the Advanced Degree Luncheon hosted on Thursday, March 7, 2020 at 11:30 am in the Big Blue Room. December speakers came from Education and Arts & Letters. The other four colleges were encouraged to nominate speakers. Official invitations to attend the luncheon will come from Alumni Relations. RSVP is required.

Banner Carriers. Banner carriers are needed for May graduation. It is preferred, but not necessary, for students to be doctoral students.

Certificates
A list was provided of all SCHEV approved certificate programs with current and past data on certificates awarded. To discontinue programs with no students enrolled, a curricular change request must be completed. Therefore, no new students will be admitted. Certificate programs that
have been discontinued may still show up in records if students are still enrolled from a previous cohort. SCHEV and SACS have a teach out policy that requires the last student to be awarded the certificate/degree.

Certificate programs should be reviewed for need and viability. It was suggested to make certificates that can be embedded into degree programs so certificates can be earned along the way to graduation. Many certificates were created during the time graduate certificates were “hot on the market.” Though, today it is unlikely for students to pay out of pocket for a stand-alone certificate. Departments should investigate if their certificates are increasing enrollments or increasing workload.

This issue will be revisited once the meetings regarding program discontinuance have been completed.

**Prefixes & Cross-Listing of Courses**

It was questioned where do FTEs live for courses cross-listed between departments. Courses can only be attached to one department. It was concluded that the prefix for the course determines who gets the FTE.

**Student Remuneration from more than one Department**

An example was given of a student who holds multiple employment positions on campus. Students who hold a graduate assistantship cannot also be compensated as an adjunct or an hourly employee with the University. However, there is no way to control what students do regarding employment outside of the University. The G9 is designed to give notification to the graduate program director of where students are working.

**Students Enrolled in more than one Degree Program**

An example was given of a student enrolled in two master’s programs taking 15 credit hours in a single semester. If a student self-registers for courses, they cannot be dropped from those courses. There must be preapproval for students who enroll in excessive loads (more than 12 credit hours). Typically, there is a registration limit for graduate students that would prevent them from registering for more than 12 credit hours, however, if a student still has a status of undergraduate when the registration is completed, the limit is still set at 18 credit hours.

**Graduate Associate Deans’ Group**

It was agreed upon to have a meeting for Associate Deans once a month or once a semester to cover topics across colleges that do not necessarily need to come to the full committee. It was agreed to meet once a month on the 4th Thursday of the month, alternating with GAC, which meets on the 2nd Thursday.

**Online Graduate Student Orientation**

The Graduate Student Orientation will be moved to an online orientation. Videos or online links are needed to create an orientation page that covers the basic information covered at the in-person orientation. There are current materials for the University Libraries, Parking & Transportation, Counseling Services, Student Health, and the Writing Center. Materials are needed for Title IX, RCR Training, PFF/PFP, and a variety of other topics. Videos should be created for longevity of
use. The Graduate School also needs dates and links for program orientations provided by the individual departments. The goal is to use the time spent toward orientation to host a welcome back reception for all graduate students each fall.

**Social Media**
The Graduate School is looking to up its online presence through social media. More focus will be put toward social media rather than a monthly newsletter. Departments were asked to tag the Graduate School in graduate related posts. Departments were also asked about their current social media use and strategies.

**Forms & Policies**

**Graduate Program Director – Faculty Handbook Edits.** There was debate over language added to give chairs and/or deans the ability to overrule decisions made by graduate program directors. Suggestions were made to change the word “overruled.” It was voted to delete the added language entirely. Regarding “Thesis and Dissertation Coordination,” members voted to change language of chair and immediate supervisor to “dean or designee,” as well as delete repeated word “be.” Added language for certifying students for graduation was approved.


**Other Topics for Discussion**
Yuzhong Shen announced VMASC is having its 14th annual conference and is accepting presentation submissions for participants until mid-March.

Meeting adjourned.