GRADUATE ADMINISTRATORS’ COUNCIL MEETING
Thursday, April 16, 2020
via Zoom https://odu.zoom.us/j/246257922


Welcome
Robert Wojtowicz greeted council members.

Approval of minutes
Minutes from the Thursday, February 13, 2020 meeting were approved.

Announcements
Graduate Research Achievement Day. Posters have been moved to a virtual platform. They are currently being judged and will be uploaded to the Digital Commons for public viewing post-judging.

Graduate Summer Award Program. Resubmissions were granted to meet research continuity guidelines. Submissions are currently under review, and winners will be selected in May. There are currently 30 submissions.

Advanced Degree Luncheon Updates. Missy informed Council that the luncheon was postponed and may be cancelled. They will try to do something to acknowledge students.

Commencement Updates. There will be virtual online activities and markers the week of graduation so students can pass into the world of alumni. It was discussed, and later confirmed, the in-person commencement ceremony would be held on Friday, December 18th. However, this is contingent upon campus reopening in the fall.

Rise to the Challenge Fund. This fundraiser was designed to make contributions to distressed students, classified staff, and hourly staff. Notifications will be posted on social media for how to contribute.

Let’s Talk Grad Life Open Forums. There are two remaining open forums scheduled for Tuesday, April 21, 2020 and Tuesday, April 28, 2020 from 12:20 pm – 1:20 pm. There is also one last workshop on Living Your Best Life on a Budget scheduled on Monday, April 20, 2020 and Tuesday, April 21, 2020 from 5:30 pm – 7:00 pm.

Graduate Student Forums. A student forum was held on Thursday, April 2, 2020 from 12:20 pm – 1:20 pm. There will be a follow up to answer additional questions on Thursday, April 16, 2020.
from 12:20 pm – 1:20 pm. FAQs have been put together and will be posted on the Graduate School website. Links to the recordings will also be posted.

**Graduate Faculty Forum.** There was a faculty forum held on Thursday, April 9, 2020 from 12:20 pm – 1:20 pm. FAQs will also be posted to the website.

**International Student Immunizations**
The Immunization Coordinator from Student Health Services, Anita Clark, shared information regarding international students’ immunization records. Students are required by the state to submit their medical histories to their patient portals. All students must be screened for tuberculous. Those students from high risk countries must do the blood test screening rather than the skin test. Histories are reviewed when health forms are submitted. Graduate students are notified multiple times of these health requirements, so they may know of steps needed to be taken to complete the admission process, but do not act on it.

Darylnett Lyttle is the new Director of Student Health Services. It is understood students are currently facing many challenges, but students must meet health requirements. There are no orders preventing people from accessing pharmacies, health care, or hospitals. The goal is to protect the health of the students. It was suggested that to help students know of expectations required for admission, departments should use the same language. Student Health Services is working with students who encounter unavoidable holds.

Student Health Services employees are considered essential personnel and are in the office every day to help student navigate the health care system. There is also a nurse on present every day from 8:00 am – 5:00 pm. Student Health Services also has an FAQ on their website and can be contacted directly for additional questions.

**VISA Office Presentation**
Kasie Reyes and Degi Betcher from the VISA Office gave a presentation on students’ VISA requirements. Both are still partially working out of the office and phones have been directed to their cell phones. The PowerPoint will be distributed via email to Council members.

**Budget Watch**
It was mentioned that there is no plan to cut graduate funding. However, it was also suggested that if students turn down offers, not immediately to fill the position. Fall assistantship offers should include language indicating the offer is contingent upon funding. Bryan Porter will craft some language for colleges to use in offer letters. Budgets are pending until the Commonwealth budget is solidified. The Congressional stimulus package for higher education is expected to give ODU $15 million, with $7 million for student financial aid. The last stimulus relief received allowed the University to return to regular operations, cushioning too many budget cuts. There are a lot of moving pieces that will be unknown until June. It was advised that colleges should be conservative when extending assistantship offers.

**Covering Summer Tuition for Delayed Graduates**
It was noted students have limited access to libraries and labs due to the stay at home order. It was also questioned whether colleges would cover summer tuition for one credit courses for
those students facing delays in graduation due to the pandemic. It was decided that situations will be evaluated on a case by case basis. Students’ names and UINs should be sent to the Graduate School for review.

P/F Course List
Academic Affairs compiled a list of students who requested the pass/fail option. Council members were asked to review this report.

Enrollments
Graduate full-time enrollments are still down for summer. However, they are better than they typically are at this time of year and exceeding some of the other Virginia colleges.

Summer Class List
The University made the decision to remain online through summer. There are still some classes coded as face to face with designated days and times for sessions. These assigned times may prevent students from registering for additional courses due to time overlaps. Faculty are advised to review their delivery of courses and remove days and times when possible. It is also not too late to add courses being offer for the summer. There was discussion about perspective students’ interest in graduate school rising due to time availability and decreased job opportunities.

April 15 Resolution
The Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants was reviewed. It is stated colleges cannot make people decide their attendance before April 15th. Discussion has started about amending this resolution to possibly May 15th. It was also noted some schools are not abiding by this agreement.

Forms & Policies
Graduate Program Director Policy – Faculty Handbook Edits. Edits have been passed by the Faculty Senate and Dean’s Council and will be put into the Faculty Handbook. The policy will be reviewed again in a year.

Graduate Degree University Requirements – Graduate Catalog. Graduate Program Director approvals of program variations was added to the catalog section on Master’s Degrees, Education Specialist Degrees, and Doctoral Degrees. These edits are now with Senate Committee C.

Thesis & Dissertation Policies – Graduate Catalog. Language was added to be more general than just Jefferson Lab to cover other departments, including VMASC and Bioelectrics. Edits were moved and approved. Changes will become effecting Fall 2020 but can begin being implemented now for pending committees.

Updates from the Graduate Associate Deans’ Group
Graduate Associate Deans are continuing to meet weekly with the Graduate School. This has been helpful for keeping lines of communication among the colleges.
Other Topics for Discussion
The next meeting is scheduled for Thursday, May 14, 2020 from 8:30 am – 10:30 am. It is possible these meetings will continue through summer, but this will be discussed at the next meeting.

Meeting adjourned.