Welcome
Robert Wojtowicz greeted council members.

Approval of minutes
Minutes from the Thursday, April 14, 2020 meeting were approved.

Announcements/Updates

Graduate Research Achievement Day. The link to the Digital Commons was provided on the agenda. Missy Barber announced that there are 25 posters for review.

Graduate Summer Award Update. Bryan Porter announced that the summer awards amount is $3,000 each.

Online Graduate Student Orientation & GTAI Institute for Fall 2020 Updates. The registration deadline for the GTAI Institute is Friday, August 7, 2020. A meeting will be scheduled with all participants for GTAI and Orientation with CLT and voice over training will be included.

Scholarship Nomination Deadline. Missy announced that the scholarship deadline is Monday, May 18, 2020. There are currently three nominations and 20 responses received so far. Electronic files should be sent as one file to the graduate school at graduateschool@odu.edu.

Research Advising Update - Karen Eck. Adam Rubenstein, Bryan Porter, and Karen Eck are working on developing a research plan to address specific issues and a general draft will be released in a few days by Morris Foster. This plan will be a phased approach. Dr. Porter informed Council that they can reach out to him for assistance with preparing to move forward and research advising material questions.

Old Business
Emergency Funding for International Students. The Graduate School will provide a select number of students in need with a minimum $2,500 and a tuition waiver for the entire summer. International students will be provided with support first. The Emergency Funding spreadsheet was displayed during the meeting for review. It was identified that three students can be removed from this list because they are already receiving funding. Dr. Wojtowicz asked Council to let him know if any more students in need by today so that he could revise this list. Processing of tuition waivers and hiring paperwork for these students will need to be completed by the Graduate School as soon as possible.

New Business
Recruiting Sessions & Enrollment. Bill Heffelfinger challenged his staff to develop a virtual strategic plan. He extended the offer to assist with creating a Virtual Open House or Admission Sessions for students. The first session will be hosted by the College of Engineering and the Visa
International Office will start hosting weekly sessions. Questions regarding these sessions can be emailed to Bill Heffelfinger.

**Policy Update Reminder - Resolution for Disputes between Department Chairs and Graduate Program Directors.** Language that states who can override a Graduate Program Director’s decision was not included in this policy. Dr. Wojtowicz provided Council with information from the Deans’ Council meeting minutes regarding this policy.

**Emergency Policy Update – Promotion & Tenure Extension to 1 year.** Dr. Porter announced that Faculty up for promotion and tenure will have an extra year added to their probationary period. Council was informed that the Faculty Senate was clear about their recommendations concerning faculty to remain productive during this time and that maternity and parental leave extensions are a separate extension. Information regarding this will be more formalized and Council was asked to look out for updates.

**Emergency Funding for International Students.** Council was informed that Degi Betcher in the Visa & Advising Office provides information about International students in need. Paul Currant reported that there are about 80 students in need and that some students have to decide between paying their rent or buying food. A second announcement was sent to International students about the Food Pantry and where food can be picked up. The Rise to the Challenge Fund was also mentioned as an option for assistance. Denisse Thillet can assist students with specific needs such as rent, or utilities and this assistance is not a grant. There is emergency money available in SEES for students to apply for grants through the Dean of Students Office.

**Forms & Policies Committee**

**Upcoming Policy Review.** There is a meeting this afternoon to discuss beginning of MOU language. Restrictive Graduate policies were reviewed during the last Associate Deans’ meeting. The COVID – 19 pandemic placed how we are handing graduate interactions in the spotlight and President Broderick asked that we think beyond COVID-19. We will be looking at general policies to see if any language needs to be added and the Forms & Policies Committee will discuss this today at 3:00 pm. The suggestion was made to collect best practices and disseminate them across colleges for consistency and to smooth out occurrences that may occur.

**Other Topics for Discussion**

**Enrollment.** Summer Graduate and undergraduate students’ enrollment are far better than expected. Headcounts and FTEs are up by 7% and is better than a normal year. Gail Dickinson asked why real time data is not provided. Dr. Wojtowicz responded that the dashboard should be up to date, but he usually waits for Jane’s report. Bill Heffelfinger will email Gail Dickinson the numbers for her program.

**Visa Approvals.** The Visa and Advising Office is waiting for updates about Visa approvals and when F-1 Visas will be processed again for the fall semester.

**Graduate Certificate Oversight.** Dr. Paredes informed Council that the March & April SCHEV meetings were pushed back due to COVID-19, that the Data Science and Analytics degree proposal may be on the May agenda with a start in fall. Dr. Wojtowicz informed Council that SCHEV’s approval is needed before we can advertise to this program to students. Dr. Paredes will confirm with Judy Bowman if new courses will need to be developed. It was decided to add a SCHEV approval notation to the college of Graduate School section of the catalog. Dr. Wojtowicz will discuss this further with Dr. Paredes.
Dr. Wojtowicz and Dr. Paredes will be finished with reviewing certificates in a few weeks. Dr. Wojtowicz would like to start a conversation about the oversight of Graduate certificates, role responsibilities, assessments, and more structures for programs. Dr. Paredes informed Council that a handful of certificates have been identified that could be cut, six certificates were submitted to SCHEV for graduate & undergraduate programs, and four are in the waiting process. Dr. Wojtowicz suggested that information regarding what colleges are doing in terms of certificates be sent out on the list serve.

**Budget**
Council was made aware that the Graduate School budget likely will be cut, but the decision has not been made to cut graduate assistantships and waivers.

Meeting adjourned.