GRADUATE ADMINISTRATORS’ COUNCIL MEETING
Thursday, September 10, 2020
via Zoom Meeting ID: https://odu.zoom.us/j/96141588953


Welcome
Robert Wojtowicz greeted council members.

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

Announcements

- **Graduate Student Appreciation Events for September:** The Graduate School is cosponsoring a series of events with Career Development Services. These events will be for ODU students only. A flyer has been distributed with a registration link.

- **Why Graduate School:** This virtual event was held on Tuesday, September 8, 2020. About 22 students attended. The event was recorded for students to watch.

- **Virtual Graduate & Professional School Fair Preview:** This will be held on Tuesday, September 15, 2020 from 9:00 am to 4:00 pm. Students will use the Know Careers app to upload resumes and job materials. Colleges can also upload information about graduate programs and review students’ materials prior to the main event the following week. Students will have access to browse programs of interest prior to the main event, as well.

- **Virtual Graduate & Professional School Fair:** This event will be held on Wednesday, September 22, 2020 from 11:00 am to 2:20 pm via Zoom.

Forms & Policies Committee

Continuance Policy. Revisions were made to the non-degree seeking student criteria for probationary status. Currently, non-degree seeking students who fall below a 3.00 GPA are not notified until they reach six credits that they are on probationary status. However, degree seeking students are notified immediately, allowing more time to bring their GPA into good academic standing. The policy was adjusted to note that if a Graduate Program Director determines a certificate or licensure student cannot bring their GPA above a 3.00 within the remaining allotted hours (not to exceed 12 credits), then an immediate suspension is warranted. For unaffiliated students, the Graduate School would make this decision. It was decided by the committee to remove language regarding “not to exceed 12 credits.”

It was stated that lifelong learners taking classes for personal gain, not for certificate or licensure purposes, are not subject to the 12-credit hour hold. However, lifelong learners put on probation are still subject to the same 12 credit limit to bring their GPA above a 3.00. There was further discussion about the reinstatement process for unaffiliated students. Forms & Policies will reconvene to review the continuance policy and discuss appropriate language for unaffiliated students.
**Master’s Students on Assistantships in their Final Semester – M4 Form.** The policy notes that master’s students appointed as Graduate Assistants in their final semester may register for a reduced course load. These students will not be considered full-time for financial aid purposes. This allows students to receive an assistantship without being enrolled in a full course load. This exception can be granted one time only. It was noted that the Office of the University Registrar adds the M4 form to students’ records, but they do not do anything with it otherwise.

There was a specific situation where this policy was implemented, but the student did not graduate due to COVID. The student was again extended an assistantship over the summer on a reduced course load. She was led to believe she would be extended an additional semester of assistantship on a reduced course load this fall. There was question whether there should be a clause in the policy for extenuating circumstances. It was mentioned that it should be stated who can make the exceptions to this policy. It was suggested the Provost or designee could make these exceptions. However, Judy Bowmen will be consulted regarding line four, which notes that the Board of Visitors authorizes that the President or designee to consider waivers. It was noted that changing the policy could lead to it being abused. The policy will be further revised by the Forms & Policies Committee.

**Weekly Graduate Associate Deans’ Meetings**
Weekly Graduate Associate Deans’ meetings will be shifted to once a month. Additional Thursday mornings will be utilized to bring together the Forms & Policies Committee. There was mention it could be beneficial to create a policy to enlarge graduate certification for graduate faculty status apart from how to become certified.

**Other Topics for Discussion**
**Weekly Enrollment Report.** Jane Dane reported that there is an overall 2.53% increase in the University’s head count. Graduate enrollment is up 159 students or 3.60%. Overall, FTE is up 1.88% with graduate up 4.86%. Additional numbers and information were shared showing the break downs by college and degree level. There was mention of students deferring or cancelling admission and next steps to compensate for these losses. There was further discussion about the challenges with the at-home proctored GRE and consideration for waivers.

**Forms & Policies Committee:** Forms & Policies will meet next Thursday, September 17, 2020.

**Student Issues:** Student issues within Engineering will be discussed after the meeting.

**Next Meeting**
The next Graduate Administrators’ Council Meeting was scheduled for Thursday, October 8, 2020 from 8:30 – 10:30 am.

Meeting adjourned.