

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, September 8, 2022

8:30am – 10:30am

Via Zoom Meeting ID: <https://odu.zoom.us/j/92937685226?from=addon>

Attendees: Regina Karp, Jane Dane, Bill Heffelfinger, John Baaki, Renee Felts, Tony Dean, Karen Vaughn, Jackie Stein, Debbie Bauman, Vickie Carnegie, Lesley Greene, Tim Komarek, Denise Claiborne, Paul Currant, Wie Yusuf, Missy Barber, Bryan Porter, Robert Wojtowicz, Lamar Reams, Tyler Miller-Gordon, Miltos Kotinis, Humberto Portellez

Welcome

Bryan Porter welcomed attendees.

Approval of Minutes

The minutes for May 12, 2022, were approved. Move to approve – Wie Yusuf first, Miltos Kotinis second.

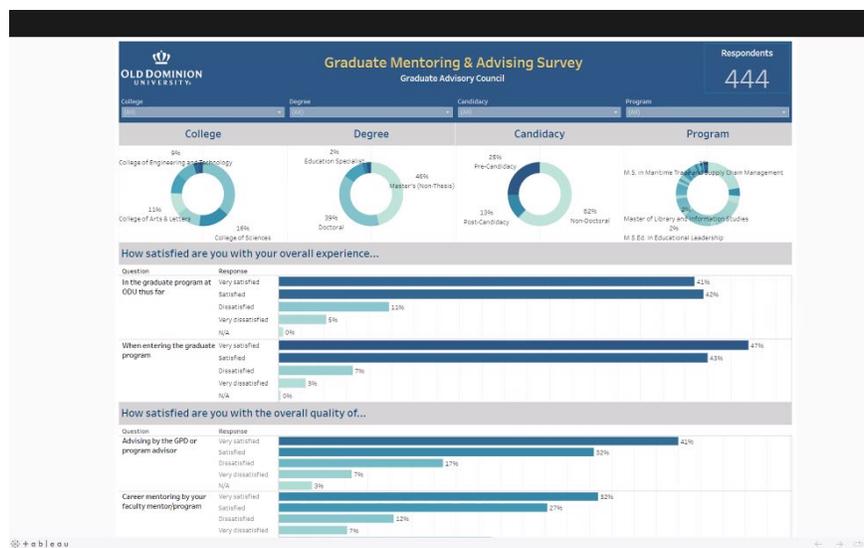
New Business

Robert welcomed everyone to the new academic year and asked everyone to introduce themselves.

Climate Survey – Bryan Porter

The Graduate Mentoring and Advising Survey of graduate students concluded, and Tyler Miller-Gordon, Senior Research Associate for Assessment, shared preliminary results and demonstrated how administrators can use the dashboard to explore the data that was gathered.

- The survey produced a total of 444 responses across all disciplines and programs.
- The primary filters featured on the survey are college, degree, candidacy, and program.
- Suggested beginning at a college and then filtering on down to search for the data that is of interest.
- Review of how to access the data through the primary filters and gave the link to the Tableau program here: [Tableau](#).
- Tyler also said he could be contacted via email or Teams if anyone had additional questions.



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Direct Admissions – Bill Heffelfinger, Director of Graduate Admissions

Bill informed the Council of a direct admission test he created with Vickie Carnegie, GPD of the MPA program. They identified a group of recent well-performing graduates with excellent GPAs in certain majors and sent them an email inviting them to the MPA program.

- The email gave them information regarding the program and asked for a response if they had any interest.
- Approximately a dozen students responded – an initial group entered the fall semester and a larger group opted for spring.

Seeing the positive result, he asked the Council if anyone was interested in doing the same for their program. He noted that the potential students can be identified either by major or GPA.

Vickie Carnegie noted that this was an innovative way to increase enrollment and see immediate results. Bill noted the end goal is to eliminate the application process by presenting the student with a streamlined way to enter a program by submitting only their GPA.

Bill mentioned that the program's GPD must be comfortable with the student's GPA as the primary criterion for admission. Robert added that this new option could be fine-tuned to any of the current programs. Lamar Reams asked if this would be available only to existing ODU undergrads and Bill confirmed that. Bill asked anyone interested to contact him directly.

GRE Waivers – Elaine Ross, Coordinator of Graduate Admissions

Elaine has been working with Jack Klett of ETS regarding a GRE Fee Reduction program that is available to ODU and mentioned that there are five free GRE waivers with the option to purchase more for programs that are interested.

- GRE prep is currently ongoing for students as well as a holistic application review.
- ETS is focusing on outreach to underrepresented groups and this is one reason why they reached out to ODU.

Robert noted that he sent out an email to all the associate deans regarding the waivers and only received one response. He also noted that Lamar offered to purchase more waivers for Darden. Robert also mentioned that he has not been supportive of continuing the GRE or GMAT as a requirement for admission as it presents a major financial hurdle for many of the applicants but knows that some programs are keeping to the requirements for their own reasons, especially when they are evaluating potential students. He urged the Council to take advantage of the waivers and noted that they can be used also for international students. Programs can pay for the testing outright at a reduced cost of \$250.

CGS Focus Groups – Robert Wojtowicz

Robert asked the Council if anyone would be interested in participating in a focus group to talk about credentials, graduate certificates, certifications, badges, etc. He said he would send out an email encouraging participation from ODU in the group, especially in Continuing Education.

Diversity Statements – Robert Wojtowicz

Prompted by a question from a faculty member from Arts & Letters asking if diversity statements are requested from students during the application process, Robert brought the question to the Council. Bill noted that only counseling and psychology prompt diversity statements as part of a student's statement of intent.

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This prompted a discussion on how diversity statements are now widely used in administrative searches and whether they sway the decision-making of a search committee. Tony Dean asked for guidance regarding accepting only US-citizen graduate students as opposed to international students for DoD-funded programs. Robert put it on the table for comments and put it first to Admissions. Bill suggested identifying potential, domestic graduate students through targeted conference participation. Robert suggested a follow-up meeting with Tony Dean and Ken Kahn to get a better sense of what the correct approach would be going forward regarding funding requirements.

Graduate Assistant Stipends – Robert Wojtowicz

Robert recently sent out an email to associate deans and deans detailing the stipend increase for ledger one students. Since not all of those on the Council received it, he explained further:

- Total investment from the President's office is 2.61 million and is a permanent investment in graduate education.
- Distribution of the money into the colleges has yet to be determined.
- Clarified that these are ledger one funds which include S5 funds.
- Master's students will see a baseline rise from 10k to 15k for the academic year and doctoral from 15k to 20k.
- This will not cover GRAs already hired and are paid through outside funding.
- Summer funding will not be covered and additional has not been granted.
- Some GAAs in the Higher Ed program receiving funding from SEES will not see the increase.
- Only those paid from Ledger 1 funds will see the increase.

Projections for Ph.D. Graduates – Robert Wojtowicz

Robert noted that anticipated PhD graduate numbers have already been received from Dale Miller and Leslie Greene and asked that other colleges send them as well. He clarified that these are students earning their PhDs between July 1, 2022, through June 30, 2023. Added that it would be ideal if students could finish in the summer's first half and not wait until August. He also mentioned that there is special money set aside to get some of the students over the finish line.

998 & 999 Courses – Bryan Porter

The current 999 course is a doctoral continuation credit that allows doctoral students to have a placeholder credit for continuous enrollment after passing their candidacy exam.

The 998 will be for master's students who must have at least one credit in the semester in which they graduate. Asked the Council to go back to their programs and review their prefixes and create the 998 if necessary. Humberto Portellex confirmed the necessity of this as it can affect students that have advanced to candidacy and need to be reported as full-time students.

Enrollment Report – Jane Dané

- Headcount, down 1.56%
- FTE, down 0.45%
- Graduate students registered, down 6.8%
 - Master's – down 1.8%
 - Doctoral – down 20.4%
 - Unclassified, down 8.9%

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Financial Aid for Graduate Certificates – Robert Wojtowicz

Robert stated that currently financial aid is limited only to students in full or part-time degree programs. And noted that the University of Memphis is currently offering aid for 30 plus certificate programs and asked the Council what is entailed in obtaining it for the ODU certificate programs.

Bill and Humberto confirmed that it is a complicated process and Humberto stated that the University would have to collect income information on the students in every certificate.

Renee Felts added that most of the Continuing Ed programs, outside graduate certificates, are not eligible for aid and the work they have done on getting students able to use WIOA funds is labor intensive. It was agreed that more information would be gathered to attempt to offer aid at ODU.

Forms & Policies Committee

Review of current members of the committee and potential new ones. Current members include Dale Miller, Maggie Barber, Khan Iftekharuddin, and David Cook. It was agreed that Tony Dean would replace Khan.

Announcements

- GSAB Reconstitution – Bryan will send out an email to associate deans calling for student nomination from each college.
- Brown Bag Series Event – Recruitment, Wednesday, September 28, 2022, from 12:00 noon to 1:30 PM. Please RSVP via <https://forms.gle/u6mKoMiC9fwVsfYG6>
- ODU Only Graduate School Fair, Tuesday, October 4, 2022, from 11:00 AM to 2:00 PM. Please RSVP via 2022 ODU Only Graduate School Fair.
- New Graduate Administrators Orientation via Zoom, Tuesday, October 18, 2022, from 10:00 AM to 12:00 noon. RSVP via <https://bit.ly/ODUGS10182022>.
- Save the Date – 3MT Event – Friday, January 20, 2022, 6:00 PM, University Theatre