

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, September 14, 2023

8:30am – 10:30am

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

In attendance: Robert Wojtowicz, Missy Barber, Megan Corbett, Piotr Kraj, Regina Karp, Jeffrey LaCombe, Lesley Greene, Erika Marsillac, Paul Currant, Jackie Stein, Karen Vaughn, Rafael Diaz, Maggie Barber, Barbara Kraj, Denise Claiborne, Bill Heffelfinger, Chung Hao Chen

Approval of Minutes – May 11, 2023 - First Lesley Greene, second Maggie Barber.

Welcome Remarks – Robert Wojtowicz, asked for everyone to introduce themselves because there were newcomers.

Introduction of New Members:

- Jeff LaCombe, Associate Dean for Undergraduate and Graduate Education in Batten College of Engineering & Technology
- Barbara Kraj, Associate Dean of Education & Innovation for the College of Health Sciences
- Erika Marsillac, interim Assistant Dean for Graduate Programs in the Strome College of Business

New Business

- Student Health Insurance Survey Analysis Update – Megan Corbett

Robert detailed the parameters for the insurance program currently available to graduate students. He covered subsidies, international requirements and those not opting for insurance. He mentioned that EVMS has a requirement for insurance while we do not. Megan said that 59.2% somewhat agree to strongly agree to a mandatory requirement with an opt-out clause. The “no’s” in the survey centered on the financial burden, low GA stipends, inflexibility, no clear opt-out processes, and the lack of a payment plan. Robert expressed concern about making students ineligible for Medicaid – due to their employment. Robert says they are not coded as employees.

Megan gave examples of comments from students which included “cruel, socialist, immoral, and aged administrators forcing health insurance on the young.”

Missy Barber confirmed that we are at the gold level and explained that it is intended to cover 80% of healthcare expenses. Platinum level covers 90%. She noted that there was a different dental & vision provider this year and since it had been somewhat problematic, a new dental & vision provider began this year that allows the students to purchase by semester or annually while affording them monthly premiums instead of the entire premium. She said there are about 800 students enrolled in health insurance. Missy noted that it is recommended for students to purchase by semester instead of by year. If they leave, they don’t get a refund for a year. Robert questioned Missy about the restriction that domestic students have as opposed to international students. UHCSR says domestic has an opt-out plan. The University pays upfront for insurance for international because their premium is tied to their monthly tuition.

- Advising Survey Update – Megan Corbett/Robert Wojtowicz

Robert spoke to advising issues. Urged those in attendance to consider a survey of graduate students for insight into what they are missing or would like to have. He then passed it to Megan. She said that the last survey was sent out last year for students to fill in on advising. The new survey was sent to the advisors and was based on the one sent to the students. Megan shared her screen and described the survey. The questions centered on their training, their sense of the students, and their needs among

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other questions that would give a better idea of what advisors want and need, especially regarding administrative assistance. Robert asked for those surveyed to be asked if they were ODU Global or on campus. Missy suggested adding a question that asks if their program is on-campus or online. Barbara Kraj asked if there is identification around mentoring vs. advising. Rafael Diaz asked if the youth of the program should be taken into consideration and pointed to the marked growth in Cybersecurity. Maggie Barber – the challenge of providing adequate advising for hundreds of students. Licensure details are not readily available to advisors/GPDs. Jeffrey LaCombe added that going back to resources available to the program directors, a GPD manual is needed. Robert said that it has been discussed at the Graduate School. Erika Marsillac agreed with the idea of a GPD handbook. Missy gave a brief overview of the current Graduate Administrators' Toolbox Canvas project and mentioned having GPD FAQs. After Regina Karp brought up the addition of an introductory paragraph giving information about the reason behind the survey, Robert asked her for a draft of the same.

- **CGS Survey Update – Master's Career Pathways Exit Survey – Megan Corbett**

Megan said the survey sent to master's students had only received an 18% response rate, which she said, was reasonable considering the length of it. The primary focus of it is to identify local industry pathways for the employment of students exiting their master's programs. Tying into the survey and the NSF-funded grant, the Graduate School will hold an industry leader luncheon with graduate program directors, deans, and associate deans from the colleges of Education, Sciences, and Health Sciences and representatives of the programs: MPH, Computer Science, Engineering Management, and MLIS. At the time of the meeting, the luncheon had been scheduled for Friday, September 22nd but it had to be postponed until Friday, November 10th.

- **Forms & Policies Subcommittee – Robert Wojtowicz**

- o Membership Update – asked for two volunteers for the ones stepping down.
- o Policy regarding Dissertation Committee Membership – adjustment to the rule stating that it had to be 2/3 full-time ODU faculty. The adjustment is now the majority need to be full-time ODU faculty. He also asked for the committees to remain small.

- o Doctoral Policy – Pointing to the colleges of Health Sciences and Engineering in catalog there's a robust description of all benchmarks for awarding PhD degree as opposed to the slim section for professional doctoral degrees. Nursing practice and physical therapy description needs to be filled out further. To Jeff LaCombe, according to SCHEV, the doctoral of engineering is linked to the PhD. Robert said there needs to be a curriculum revision and detail the differences, they'll need to meet with Sierra and Megan.

- Future GAC Meetings – Robert asked if everyone is good with meeting in person. And asked for feedback through email. Robert asked all ADs to see if they have a venue for future GAC meetings. Lesley Greene and Maggie both said they'd look in their buildings. Karen Vaughn said she would report back if the library's Learning Commons was available as well.

Announcements – Missy Barber

- Catalog Update – Published on website and working on first PDF. Invited everyone to take a look at the catalog on the catalog.odu.edu website.

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- Missy described curricular change process and stated that everyone's first stop should be with Sierra & Megan to see the viability of any potential change.
- Graduate Student Health Insurance Open Enrollment ends September 29, 2023.
- Lunch with Industry – Four Master's programs are involved with the project.
- Gave a brief overview ETS (handles the administration of the GRE) will be holding several events for junior and senior undergraduate students in preparation for those continuing to graduate studies.