

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, December 14, 2023

8:30 am to 10:30 am

In Attendance:

Robert Wojtowicz, Bryan Porter, Missy Barber, Karen Vaughn, Bill Heffelfinger, Jackie Stein, Wie Yusuf, Megan Corbett, Jeff LaCombe, Barbara Kraj, Mary Schwartz, Carrie John, Helen Jacobson, Paul Currant, Maggie Barber, Brian Martin, Denise Claiborne, Erika Marsillac, Frank Holman, Vickie Carnegie, and Janice Hawkins.

Welcome Remarks – Robert Wojtowicz

Robert mentioned the 60th anniversary of the creation of the Graduate Administrators' Council and gave a brief recap.

Introduction of New Members - Brian Martin, AD for the School of Public Health and Associate Dean at EVMS, and Carrie John, AVP & Registrar.

Approval of Minutes – Moved to January 11, 2024 meeting date.

New Business

- ODU/EVMS Academic Calendar Alignment

The discussion began on establishing an agreement on semester holiday dates. The initial proposal is to start the fall semester on a Monday and move fall break to beginning on Thursday and Friday. Denise Claiborne noted the difficulty of the dental hygiene program since they hold clinics from Monday – Friday. Robert said they would get a pass on their start date and Megan Corbett of the Office of Institutional Effectiveness & Assessment agreed. The Council's discussion also noted that new dates could impact the date for student move-in and for arriving international students. Further possibilities discussed included eliminating the Labor Day and Election Day holidays. The Registrar's Office stressed the importance of coming to an understanding since the calendars are essential to the EVMS merger. Since all is still in the discussion phase, Robert asked for suggestions for the next meeting.

- Forms & Policies Committee

The Council discussed the name “linked programs” and how it had been flagged by SACS-COC, the flattening of tuition rates for undergraduate students that are in the linked programs, and creating a minimum standard of credit hours for the linked programs. The discussion centered on how it would affect different programs with input from their respective representatives. Language edits were suggested by Dr. Yusuf and Megan Corbett. Robert posed a question to the group regarding calling the programs “linked” or “accelerated”. The discussion was tabled for January's Forms & Policy meeting.

- Thesis and Dissertation Policies

Bryan Porter and Jeff LaCombe have been reviewing the existing ODU Theses & Dissertations Guide. They are in the process of reviewing both language and format and will update the Council as the project develops.

The topics of the role of the prospectus and alternative models for dissertations were also brought before the Council. One concern is that information in the catalog is missing key information on the prospectus and must be addressed. Several points were made by Denise Claiborne requesting clarity on thesis prospectus approval. Bryan Porter noted that there should also be clear instructions on publication options and solid guidelines for both students and faculty. Alternative models for

dissertations were also on the table. Discussion continued with Libraries' Karen Vaughn and Arts & Letters' Dale Miller offering suggestions regarding potential options for dissertations. Bryan Porter wrapped it up by stating that any changes made would not be effective until Fall 2024 and that follow-up notes on today's meeting would be sent via email to the Council.

- Offer Letter Updates – Fall 2024 Effective Date

Missy Barber announced that there is a project currently underway to update offer letter templates. The update will include clarification for ABD students and their eligibility for health insurance and the requirements currently in place. This brought up the impact on international and fellowship students and Robert suggested bringing in the new AVP, Miller, to weigh in on the fellowship issue. There was no discussion.

- Graduate Enrollment Update – Bill Heffelfinger

Bill Heffelfinger announced that spring enrollment is flat. Applications for fall are up by 15% but not indicative of enrollment. He also requested a volunteer from each college for the creation of a recruitment council.

- Post-Doc Associates – Update by Bryan Porter

The Post-Doc policy was kicked back by the Senate.

Announcements

- CGS Grant – Pathways to Industry – Updated the Council on the positive feedback on the Industry Partner Luncheon.
- GTAI Institute Registration Deadline – Friday, December 1, 2023
- CourseLeaf – The deadline for course changes has passed. It was Friday, December 8, 2023. The deadline for curricular change forms to be submitted to the Graduate School is Friday, December 15, 2023. Catalog will be open for editing in early January 2024. Training will be offered in January and early February. Questions can be submitted to courseleaf@odu.edu.
- Advanced Degree Luncheon – Thursday, December 14, 2023, at 11:30 am. Priority Club located at the Stadium.
- GTAI Institute – January 4 and January 5, 2024 – Volunteers needed for Day 2 Evaluations. Email graduateschool@odu.edu, if available.
- 3MT Event – Save the Date – Friday, January 19, 2024, 7:00 pm to 9:00 pm, University Theater
- GSGA Call for Posters – Submission Deadline – Wednesday, January 31, 2024, at 5:00 pm