

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, January 19, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Deanne Shuman, Bob Case, Osman Akan, Ali Ardalan, Austin Jersild, Isao Ishibashi, Sharon Judge, David Selover, Mary Swartz, Richardean Benjamin

Guest Speakers: Kyonna Withers, President, Graduate Student Organization and Dan Campbell and Diane Cruz from Alumni Relations

**Approval of December 8, 2011 Minutes**

- Minutes were approved.

**Announcements/Updates**

- Graduate Student Organization Event – Thursday, January 26, 2012 – Ms. Kyonna Withers advised the group about the event featuring “Tim Lee – Bio-Comedian,” which will be held in Webb Center at 7:00 pm. The Office of Graduate Studies will sponsor a dessert reception immediately following the event. She asked for the support of the Associate Deans and Graduate Program Directors in getting the word out to students. The Office of Graduate Studies will be emailing all graduate students directly to notify them about the program.
- Spring GTAI Evaluation Results – The GTAI Institute went well. About 40 students attended. The evaluations showed that students were pleased with the presentations. The lowest score was 4.2 out of 5. Dr. Lewis reported that the program was less formal and that she had encouraged presenters to be more engaging with students.
- Spring Graduate Student Orientation – This event was also well received by the students and many positive comments were received on the evaluations.
- GTAI Institute Follow-up Training by Colleges for TA’s - Dr. Lewis distributed a spreadsheet to Associate Deans with a breakdown of feedback she had received regarding follow-up training for TA’s in the classroom. She asked that the Associate Deans review the spreadsheet and update it as necessary and return it to her. Once input has been received from everyone, she will present it to the Provost.
- VCGS Research Forum – February 16, 2012, Charlottesville, VA. – Dr. Lewis informed Council of the students that have been selected to participate in the VCGS Research Forum. Dr. Lewis will send out an announcement to students.
- Graduate Needs Survey – The Graduate Needs Survey has been finalized and will be sent out next week.

**Review of New Reinstatement Process**

- Dr. Lewis has not received much feedback from GPD’s on the new reinstatement process. Five students have been evaluated for reinstatement using the new process. Four were reinstated, one was not. Also, there was a timing issue where a student had applied for reinstatement in advance of his actual suspension. Because of this, departments are asked not to process reinstatement requests until the student has been officially suspended.
- Dr. Lewis asked Council members to remind GPD’s that once a student has been reinstated, the student’s GPA becomes 0.0 and they will lose credit for every grade below a B. Also, it is still expected that a student complete 12 credit hours after reinstatement, even if it is not required to complete the degree.
- All GPD’s were sent a packet of information about the new reinstatement process, including a revised G4 form and a new G5 form. The new forms will be accessible on the website.
- Probation and Suspension data for Fall 2011 was distributed. Nineteen graduate students were suspended.

### **Discussion on Master's and Doctoral Graduation Reception**

- Dan Campbell from Alumni Relations led the discussion. Alumni Relations is looking for ways to improve or modify the current program to make it more appealing to students. Council members made suggestions regarding scheduling and recommending to students that they invite their GPD's or advisors to attend. It was also recommended that the GPD's and advisors promote the event and encourage students to come. It was determined to maintain the current time for the May graduation reception with more aggressive marketing to see if we can increase the numbers that attend.
- It was also suggested that the students be given at least one free drink. Dr. Lewis said that it may be possible for Graduate Studies to help offset the cost to do that.

### **Continuance/Assistantship Issue – Charles Sukenik**

- Dr. Lewis explained that there may be an issue with the policy which prohibits assistantships for students that have a GPA below 3.0. Students lose both their stipends and their tuition which is especially difficult for international students. She asked Council for their suggestions. Some recommendations were to have an emergency fund available for students to tap into for financial hardship and also the possibility that students can work hourly even if they are no longer eligible for assistantships. It was also suggested that students take informal courses for the first semester and that would give the students a good foundation with their GPAs before being a TA.
- Council agreed students in academic difficulty should ask for help. Possible policy exceptions can be made in those instances where there is documentation on a case by case basis.
- Dr. Lewis asked Council members to discuss with colleges and will revisit at the next meeting. There may be a possible addendum to the policy to allow students to request an extension.
- Robbin Fulmore or Sara Eser in ISSS are good contact people for international students.
- Marcello Sileas is the new Executive Director for International Programs. It may be a good idea to express concerns directly to him at a GAC meeting.

### **Additional Topics**

- Dr. Lewis reminded Associate Deans that certificates of completion for the GTAI Institute were to be issued by the colleges.

**Meeting Adjourned at 10:15 am.**