

Graduate Administrators' Council (GAC)
Minutes for Thursday, January 15, 2015
Koch Hall Board Room
9:00 am to 10:30 am

Attendees: Robert Wojtowicz, Chair, Mary Swartz, Richardean Benjamin, Bryan Porter, David Selover, David Earnest, Kevin Depew, Ali Ardalán, Andres Souza-Posa, Bill Heffelfinger, Gail Dickinson, Jane Dane, Brian Payne, and Missy Barber

Guest: Morris Foster, Vice President for Research

Approval of December 11, 2014 Minutes

- Minutes were approved as submitted

Tuition Waivers – Morris Foster

- Dr. Morris provided a revised GRA tuition waiver/health insurance policy for Council's review. He points out that there is no requirement to include tuition waivers for cost match or internal research funding.
- Dr. Morris provided clarification regarding cost match and tuition waivers. If colleges want to provide the tuition waivers for cost match assistantships, they can, but they must find the money to pay for the waivers within their colleges.
- Dr. Dhali asked how the policy was developed and what was the rationale. Dr. Morris explained that by adding in money for tuition waivers to grants we would be able to cover 120 to 160 GRAs and it would help us to reduce the budget shortfall. Dr. Dhali said in-state tuition will provide enough money and could account for the deficit, why is out-of-state required? Dr. Morris said it provides the opportunity to grow graduate students.
- Dr. Wojtowicz said that Council needs to continue the waiver conversation with Jim Duffy.
- Dr. Souza-Posa suggested that some financial analysis be done within each college to determine how much money is needed to cover the deficit. Dr. Dhali agreed that more information was needed to evaluate the situation.
- Dr. Dickinson said that she did not have data on the number of Research Foundation GRAs were in the College of Education. Dr. Morris said he would get her the information.
- Dr. Foster cautions Council to not just think about satisfying the debt but look at it as a way to grow programs. He said that other universities have been through the same transition and our competitors already do this.
- Dr. Souza-Posa points out that it is easier for larger programs to absorb the increased costs. There is a growth phase that needs to take place.
- Dr. Wojtowicz asked if it would be possible for the Office of Research, in conjunction with the Provost, to have a phased in approach, suggesting a three to five year plan to implement.
- Dr. Foster said that he would like to gather the data requested for the colleges and come back to another Council meeting to discuss the policy further.
- There was a brief discussion about post-doctoral students and payment of fringe benefits. ODU pays 31% for fringe benefits. Other schools pay 8% to 12%. It was suggested that post-doctoral students be eligible for graduate student health insurance.

Announcements

- 4+1 Program Update – Dr. Wojtowicz said that SACS and SCHEV are not in agreement with “double-dipping.” This means students must have a total of 150 credit hours, 120 undergraduate credit hours and 30 graduate credit hours at a minimum for the 4+1 program. Dr. Wojtowicz said that a special committee needs to be formed to develop a policy.
- Doctoral Mentoring Award & Outstanding Graduate Teaching Assistant Award – Dr. Wojtowicz reminded Council of the deadlines for the Doctoral Mentoring Award and the Outstanding Graduate Teaching Assistant Award submission process. He also said that the call for nominations would be sent electronically and updated on the Office of Graduate Studies’ website.
- CourseLeaf Training and Catalog Deadline Reminders – Dr. Wojtowicz reminded Council of the February 20, 2015 deadline for catalog changes. Also, he encouraged Council to share the information regarding the upcoming training dates with their staff.

Program Review Committee

- Dr. Wojtowicz said that the consensus from other schools was that a 7 year cycle for program reviews made more sense. Based on that, he needs to redraft the documents so they are in alignment.
- Dr. Payne brought up some discussion points about program reviews
 - Which internal faculty reviewers will be used in the process?
 - If programs are reviewed separately from departments, they may be short changed in the process.
 - Who would the external reviewers be? For example, outside reviewers from the same college but in a different program.

Electronic Theses and Dissertations Committee

- Dr. Wojtowicz advised Council that a meeting had been set with ProQuest to discuss the electronic theses and dissertation process. GAC members and other faculty that may be interested are invited to attend. Dr. Depew asked if students could attend. Dr. Wojtowicz said advanced students would be good. It was suggested to pass the meeting information on to theses and dissertation readers.

Forms & Policies Committee

- Certification of Faculty for Graduate Instruction – Dr. Wojtowicz said that he would like the Associate Deans to meet to discuss the levels for graduate instruction. The Provost wants universal certification forms. Missy Barber will follow-up to set up the meeting.
- When students are admitted into a Bachelor’s to PhD, please make a note in the comments field so that a secondary record can be created for the student. This will help to alleviate issues later and the record is more accurate.