

Graduate Administrators' Council (GAC)
Minutes for Thursday, January 29, 2015
Koch Hall Board Room
9:00 am to 10:30 am

Attendees: Robert Wojtowicz, Chair, Mary Swartz, David Selover, Bryan Porter, David Earnest, Kevin DePew, Andres Souza-Posa, Jane Dane', Ravi Mukkamala, Bill Heffelfinger, Brian Payne, Tim Grothaus, Bonnie Van Lunen, Ali Ardalán, Raleta Summers, and Missy Barber

Guest Speakers:

Emily Eddins, Assistant Director for Service Learning, Leadership & Student Involvement
Marty Kaszubowski, Executive Director, Business Gateway
Dr. Morris Foster, Vice President for Research

Service Learning Initiative – Emily Eddins

- Dr. Wojtowicz introduced Emily Eddins from Leadership & Student Involvement. Ms. Eddins talked about the importance of having a service learning and/or community based component in our degree programs. She is looking for ideas and ways to incorporate a community based component in the courses we offer. She is new to her position and trying to determine what might already be offered and expand on that. She shared her department newsletter and upcoming mini-grants that have recently been awarded.
- It was noted that different programs may have more opportunities than others. Dr. Wojtowicz suggested Ms. Eddins meet directly with the different graduate programs on campus.
- Ms. Eddins noted that students who complete programs that have a service learning component get jobs faster and are often higher paid.

ODU Business Gateway – Marty Kaszubowski

- Mr. Kaszubowski provided brief remarks about his background. This is his first time working at a university. His experience has been with working with start-up companies and the HR Technology Incubator. He shared the University's vision of extending ODU's presence in the entrepreneurial community and establishing an innovation center or an incubator space connected with Continuing Education. The business gateway is being modeled after the University of Central Florida which has 55,000 students. He described the business gateway as a startup venture in the beginning stages.
- Mr. Kaszubowski further shared that he would represent ODU from the outside, whereas Nancy Grden would represent ODU from the inside. He stressed the importance of developing local talent, stating we rely too much on the military. He believes that the best way to learn entrepreneurship is by doing it.
- There is a plan to conduct an open house for the program. Mr. Kaszubowski will let Council know when it is scheduled.
- Dr. Souza-Posa expressed concern about the importance of communication between administration and faculty. Administration creates something and faculty are not included in the process. There should be some incentive to the faculty to encourage participation.

- It was also mentioned that there needs to be support, a “charge” from the top of the organization, to facilitate a change in attitudes.

Approval of Minutes from January 29, 2015 Meeting

- Minutes approved as submitted. It was requested to change a line item on the agenda from Maternity/Medical Leave for Graduate Assistants to Paternity/Medical Leave for Graduate Assistants.

Announcements/Updates

- Outstanding Graduate Teaching Assistant Awards – Deadline to Office of Graduate Studies – February 18, 2015.
- Doctoral Mentoring Award – Deadline to the Office of Graduate Studies – Friday, March 6, 2015.
- New Graduate Student Orientation and GTAI Institute – Evaluation summaries shared. Overall results for both events were good and OGS hosting the second day of the GTAI Institute was a success.
- Continuance Data – Dr. Wojtowicz provided Council with the continuance summary data for Fall 2014.
- CourseLeaf Training dates for Catalog Changes & Deadline for submission of catalog changes – Dr. Wojtowicz encouraged Council to share the training dates with appropriate staff. He noted that the deadline for all catalog changes to be in received by Academic Affairs is Friday, February 20, 2015.

Graduate Checklists – Bill Heffelfinger

- Bill Heffelfinger advised Council that there were a number of students in 999 courses. He said that it was important to know the students that were cycling out so that Graduate Admissions could work on cycling more students in. Bill will send request for information out to all graduate program directors.
- Admissions Checklists – There are a number of students that are pending without admission decisions and incomplete files. If you have checklist requirements that have changed, for example, reference letters are no longer required, then let Bill know so that he can remove the requirement. Dr. Wojtowicz mentioned that if requirements for admission are changing, they also need to be changed in the catalog content, which may require a curricular change form.
- Heffelfinger noted that there is an ITS project that would allow for the ability to refresh the admission process in Leo Online and eliminate the back and forth between Leo Online and Banner. He also clarified that internal students to graduate programs do not have to submit official transcripts
- Dr. DePew mentioned that the most recent checklist is available on the website, but students are finding old pages. Heffelfinger advised Council to let him and Web Communications know about old pages and links that need to be changed. He said that Web Communications can “kill” the old links.
- As a side note, it was mentioned that graduate forms (PDFs) are not opening properly on the website. Missy to check into the issue and provide response.

Fields of Study

- Dr. Wojtowicz provided Council with a proposed “Fields of Study” listing for the ODU website. He asked for Council to review the proposed list and provide feedback to him or to Missy Barber. Judy Bowman and Dr. Wojtowicz have been working to reduce the number of headings and creating categories that make sense. The purpose of the fields of study listing is to make it easier for students to find programs they may be looking for.
- It was noted that Counseling needs to be added to the “Education” field of study.

Subcommittee Reports

Electronic Thesis & Dissertation Subcommittee

- Dr. Wojtowicz reported that the representative from ProQuest was unable to make the scheduled meeting so they had a conference call with Karen Vaughan, Jessica Ritchie, and an archivist. The representative will schedule another trip to the campus to meet. The conference call provided insight to the ProQuest process. It is easy to follow. Also, ProQuest will archive older theses and dissertations. They have files that date back to the 1970’s. Also, ProQuest is ready to start with the electronic process this semester.

Forms & Policies Subcommittee

- Certification for Graduate Instruction – Dr. Wojtowicz said this form would be used as a cover form for the colleges to use. It creates a broad level agreement for the categories used and allows for the data to be captured in the faculty system. The Associate Deans will meet to discuss the categories and review the form.
- G2 – Status Change Notification – based on Council feedback, the subcommittee will revise the form for approval at a later meeting.
- Master’s students with assistantships in their final semester – Dr. Souza-Posa has provided a revision to the policy for Council review. Comments or suggestions should be shared with Dr. Wojtowicz. The subcommittee will discuss the policy again at their next meeting. Another draft will be brought to Council for review.
- 4+1 Program – The term 4+1 is not an appropriate title for the program. When the subcommittee meets, they will draft a revision to this policy and ensure it is congruent with the undergraduate catalog. A draft will be brought to Council for review.

Graduate Research Achievement Day – Thursday, April 16, 2015

- It was suggested that we notify either Nancy Grden or Marty Kaszubowski about the event.
- Dr. DePew asked about coordination of GRAD day with either the International Studies conference or the writing conference for Arts & Letters. Dr. Wojtowicz said that while those events are open to all graduate students, they have a specific focus. Council agreed that students could participate in multiple events and that would allow for greater exposure for their research.

Graduate College – Planning Committee

- Dr. Wojtowicz shared with Council that a committee had been formed to explore the creation of a graduate school. The committee will report to the Provost. They have already had their first meeting.
- Dr. Wojtowicz said that there was good discussion at the meeting. The main theme was that there should be support instead of policing. Other discussion items included a CGS report on different models of graduate schools, characteristics of a good graduate program, and common complaints. Council was provided an abbreviated set of minutes. Dr. Wojtowicz said that he would continue to provide updates on the committee's progress.