

Graduate Administrators Council (GAC)
Minutes for Thursday, February 2, 2012
Constant Hall, Dean's Conference Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Isao Ishibashi, Sharon Judge, Bill Heffelfinger, David Selover, Austin Jersild, Richardean Benjamin, Deanne Shuman, Robert Wojtowicz, Ali Ardalan, and Mary Swartz

Guest Speakers: David Silvis, English Language Center and Kathy Moulton, College of Sciences

Approval of January 19, 2012 Minutes

- Minutes were approved.

Discussion on Speak Test Procedures, Introduction of Kathy Moulton

- David Silvis discussed the current rubric being used to evaluate students when they take the Speak retest. He said that he would like to re-evaluate and possibly pare down the rubric. He also said that the Speak test process is being reviewed as well, noting that being in a language lab would provide a better environment for students and that there would be fewer distractions. Alternatives to the current Speak test were also mentioned including a face to face interview or the IELTS test. A number of Council members were not familiar with the IELTS test and David indicated that he would send information out on it. Dr. Lewis requested that Mr. Silvis also prepare a comprehensive proposal with his suggested recommendations and submit it to her to share with the Graduate Administrators Council.
- Kathy Moulton works with the College of Sciences. She was hired to develop a program for TA's who need to improve their English skills and prepare for the GTAI. She teaches two non-credit courses, free of charge. Students are referred to her program through their GPDs or their department. She has opened up the courses to students in the College of Engineering and the College of Business. The courses have already proven to be successful. A few students that participated in her class were able to take the Speak retest a second time and passed. There was a lengthy discussion on how these services could be expanded to benefit more students across the six colleges. It was agreed that the Council would revisit this topic.

Announcements/Updates

- Courseleaf - Academic Affairs in conjunction with the Office of Graduate Studies, will be offering training sessions to people making catalog changes at the college level. Course forms and proposal forms should still be submitted in hard copy format. Dr. Lewis may ask that printed copies be submitted for text changes as well.
- Graduate Needs Survey – The survey was distributed on Monday, January 23, 2012. So far there has been a 23% response rate. Dr. Lewis indicated that she would share the results at the next GAC meeting.
- GSO Event – Tim Lee, Bio-Comedian. This event was a big success. Over 100 students attended. Dr. Lewis thanked the Council for helping to publicize the event.
- Outstanding GTA Awards – Dr. Lewis sent out notices about the GTA Awards yesterday. The calendar of due dates is provided as a handout.

Continued Discussion on Continuance/Assistantship Issue

- There was a request sent to Council to consider making the continuance policies more flexible for international students.
- After a lengthy discussion, Council agreed that the current continuance policy regarding assistantships was acceptable and should be maintained at this time. There was also discussion about more creative ways to help international students who get into academic difficulty.

- In addition, Council agreed there should be better screening and monitoring of students selected for assistantships and that there should be a more proactive approach for screening and monitoring, with possibly a review of grades at mid-term.
- Borderline cases will still be reviewed on a case-by-case basis.

Doctoral Mentoring Award Deadlines

- Each college will have one college awardee this year and each awardee will be nominated for the overall award.

Graduate Teaching Assistant Awards

- Portfolios are due to the Office of Graduate Studies by 3/1/12.

Graduate Research Appreciation Day

- Dr. Lewis asked Council members to start identifying students to participate. OGS will send out a call for nominations as soon as the date is set.
- Dr. Lewis would like to see representation from all colleges. Some colleges were underrepresented last year. It was mentioned that it is difficult for some to do a poster format and it was requested that perhaps we have an area for humanities and social sciences. It was also suggested that presentations could possibly be done on a lap top.
- Funding of the program is an issue. Will Provost pay for graphics to print posters? Dr. Benjamin provided information regarding website that does self-guided poster creation for a cost of \$35. (www.makesigns.com)
- Number of participants will be determined based on space available and equipment to display posters.
- The event will not be competitive this year.
- Research should be vetted within the colleges before it goes on display.
- Next year's date should be set earlier.

Additional Topics

- Reminder – Catalog Process – Certificate Programs have to be approved through Academic Affairs
- February 16, 2012 meeting cancelled. March 1, 2012 meeting to be held in Constant Hall, Dean's Conference room at 9:00 am.