

Graduate Administrators Council (GAC)
Koch Hall Administration Building Board Room
February 5, 2009
9:00 -10:30 a.m.

Attending: Phil Langlais, chair, Brenda Neumon Lewis, Martha Walker, Osman Akan, Mike Overstreet, Sharon Judge, Robert Wojtowicz, Yin Xu, Ali Ardalan, Isao Ishibashi, Chris Osgood, Ted Remley, Mona Danner, Brenda Stevenson-Marshall

Guest: Steve Risch, director of international admissions

Approval of January 15, 2009 Minutes

Minutes were approved without changes.

Updates/Announcements

Dr. Brenda Neumon Lewis announced that the four students from Old Dominion would be presenting their research in Richmond, VA on February 10, 2009 at the Graduate Research Forum.

Overview of Visit by CGS Consultants

Dr. Phil Langlais thanked Dr. Robert Wojtowicz for coordinating the CGS visit. Dr. Wojtowicz gave a brief overview of the CGS consultation and its representatives. He reported that each college had good representation and from the briefing it appeared that the consultants' view of graduate education was favorable given the university's limited resources. The consultants gave initial recommendations for reporting structure and indicated concern with the university's planning processes including enrollment management and strategic planning. He announced that the report from the consultant team should arrive in two to four weeks.

Update on the Issues related to Interface of Academic Affairs/Student Affairs

Dr. Wojtowicz reported that he has not met with Mike DeBowes from Academic Affairs. He distributed a summary of concerns and recommendations for Judicial Affairs to be reviewed by Council. Dr. Langlais stated that GAC will formulate final language to be forwarded to Provosts Council and Faculty Senate for approval.

Dr. Mona Danner asked if the GPD will be involved in academic dishonesty cases. Dr. Wojtowicz responded no, but that there is an opportunity for informal discussion with Mike DeBowes. Dr. Chris Osgood stated that the word "faculty" should be changed to "instructor of record" or "advisor" in topic number two on the list of concerns. Dr. Wojtowicz reminded Council of FERPA issues that may arise and also stated having a larger chain of command in the process could negatively impact a student's career goals. Council agreed that a change should be made and that accurate language will be formulated. Council agreed that there were still areas that needed clarification.

Dr. Ali Ardalan asked, if a student has been found not to be in violation, why wouldn't that student be allowed to return to the program? Dr. Wojtowicz stated that the catalog and judicial

affairs letter differ and present a conflict between the program and the student. Dr. Brenda Stevenson-Marshall suggested further discussion of this topic and a visit from Judicial Affairs and University Counsel to a future GAC meeting. Dr. Langlais proposed that they come to the next meeting.

Discussion of Admission Appeal Policy

Dr. Neumon Lewis reported that there is no graduate admissions appeal policy in the graduate catalog. She and Judy Bowman formulated a policy and Dr. Neumon Lewis distributed the draft to GAC for review. Council raised questions about the need for such a policy. Council agreed that if there is such a policy it should be decided at the college level and suggested adding “or equivalent official” after “Dean” in the second paragraph and removing the remainder of the sentence.

Dr. Ted Remley stated that he would like the appeal (if any) to be similar to the grade appeal process with the GPD giving an explanation for denial of admission. Dr. Danner suggested that the student should have to make a request for appeal in writing with evidence of unfair denial of admission. Dr. Neumon Lewis said that she would re-word the policy and bring it back to Council for review.

Updates from 2008-09 Sub Committees

University Thesis/Dissertation

Dr. Danner stated that the task force will have a report prepared for GAC in the next two weeks.

GTA Institute (Criteria for Evaluation of Oral Presentation and Recommendation for Continued Training)

Steve Risch, director of international admissions, suggested that the task for review the data for teaching assistants including Speak Test and iBT scores. Dr. Ardalan reported that the subcommittee is planning to meet in the near future. Dr. Osman Akan volunteered to join the task force. Dr. Langlais stated that there will be further discussion once the task force has met.

Discussion of Continuous Enrollment Policy

Dr. Danner expressed concern about students paying tuition in the summer without faculty on contract during that time. Dr. Akan stated that students should not be penalized for not continuously enrolling. Dr. Wojtowicz stated that completely removing the policy would reduce the retention rate and the policy for summer should be adjusted.

Dr. Langlais suggested reviewing the demographics to find what would be most effective to the university. Dr. Wojtowicz agreed to review this with graduate committees and bring findings to the next meeting of GAC. Dr. Langlais will ask Deb Swiecinski what are ramifications of removing continuous enrollment in the summer. Council agreed to bring all finding to the next meeting for further discussion.

Additional Items/Future Topics

Minority Recruitment Policy

Dr. Osgood reported that there is grant support for programs that recruit minorities. He asked if other departments had a policy for minority recruitment. He also stated that there should be a policy at the level of graduate studies. Dr. Langlais asked him to bring a draft of the policy to the next meeting of GAC.

Internal/External Transfer Credits

Dr. Isao Ishibashi stated that programs should not transfer any grade of B- or lower and that the catalog should be changed to reflect that policy. Dr. Neumon Lewis agreed, stating that some clarification of the internal/external transfer policy needs to be made. She will re-word the policy in the catalog and bring changes to GAC for review.

Nine Credit Hour Rule

Dr. Langlais stated that students under state funds must be enrolled for nine hours. If they are not under state funding they must be enrolled for six hours in the fall and spring and three hours in the summer. ABD students must be enrolled for one hour. Dr. Langlais stated that he is running the report of budgetary implications. Dr. Ishibashi asked Dr. Langlais to write a letter to the GPDs explaining this policy.

Meeting Adjourned at 10:35 a.m.