

Graduate Administrators Council (GAC)
Minutes for Thursday, February 13, 2014
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Brian Payne, Robert Wojtowicz, Mary Swartz, David Selover, Richardean Benjamin, Carolyn Rutledge, Bill Heffelfinger, Ali Ardan, Craig Bayse, Lynn Ridinger, Isao Ishibashi, Shirshak Dhali, Gail Dickinson, Imtiaz Habib, Missy Barber

Guest Speakers: Dr. Chandra de Silva and Ms. Sandy Waters

Approval of January 16, 2014 Minutes

- Minutes were approved as submitted.

Announcements/Updates

- Doctoral Mentoring Award –Final nominations must be sent to the Office of Graduate Studies by March 7, 2014.
- Graduate Administration Mini-Workshop, “Process for Development of New Degrees/Certificates” – Dr. Lewis asked Council to remind GPDs and faculty of the upcoming workshop on Friday, February 28, 2014. She stated that the workshop will discuss the process for initiating new degrees and certificates and the implications for SCHEV and SACS notifications and approvals.
- Brown Bag Lunch and Learn – Dr. Payne will be conducting a Brown Bag Lunch and Learn on Thursday, March 6, 2014. The topic will be the discussion of graduate program marketing. The purpose of the meeting will be to find out what everyone is doing and share best practices. There should be different marketing strategies for graduate programs.
- Graduate Research Achievement Day – GRAD Day will be held on March 27, 2014, 9:30 am to 2:00 pm. GRAD Day will be the pre-conference event for the NAGPS Regional Conference to be held March 27 – 29, 2014.
- Courseleaf Training – February 13 at 11:00 am and 12:30 pm, BAL 1013B, February 14 at 10:00 am and 11:00 am, BAL 1013C, and Thursday, February 20 at 11:00 am and 12:30 pm, BAL 1013B

“MyAdvisor” Presentation – Sandy Waters

- Ms. Waters provided information to Council regarding “MyAdvisor”. She explained that “MyAdvisor” is a program currently being used with undergraduate students. Students can make appointments with their advisors online and the appointments sync up with Outlook’s calendar.
- Dr. Ardan asked about the information students receive about their advisors. Ms. Waters advised that students have access to an advisor listing. Advisors can update their personal listings and share their phone numbers, email addresses, and office hours. Another question was raised with regard to data sharing. For information to be confidential, the advisor must update the entry in “MyAdvisor” to private. Also, students must be assigned to a specific advisor before an appointment can be made. If the advisor has not been assigned, the student can still contact the advisor via email.

- Council asked what would be required to implement at the graduate level. Ms. Swartz replied that each college and department would have to provide their rules and the rules would have to be programmed. Ms. Swartz suggested that information could be provided via an Excel spreadsheet that would include each advisor's name and what he/she would be responsible for.
- Ms. Waters discussed some of the benefits of "MyAdvisor" including the ability to type notes in a student's record and the ability to gather data on advising appointments such as the number and length of appointments.
- A question was asked about the archiving of information for "MyAdvisor". Ms. Swartz advised that the University is not archiving information yet, but data will be held based on normal retention practice.
- Another question was raised about student access to notes in "MyAdvisor". Ms. Waters said that students do not have access to notes. If there is concern about students needing to see the notes, advisors can copy notes from DegreeWorks into "MyAdvisor".
- Dr. Lewis thanked Sandy Waters for attending the Council meeting and providing the information about "MyAdvisor".

Continued Discussion on Award for Excellence in Graduate Teaching/Mentoring Proposal – Chandra de Silva

- Dr. Lewis said that Dr. de Silva was invited to address questions relating to the graduate teaching/mentoring proposal discussed at the last Council meeting.
- Dr. de Silva provided background on the recommendation to add teaching to the criteria for the award and to include master's level as well as doctoral level faculty. He shared that there is currently no award for graduate teaching and there are several at the undergraduate level. He indicated the Provost would like to recognize graduate level faculty in both teaching and mentoring with one award.
- After some discussion about the proposed changes recommended, it was decided that to alternate recipients between master's and PhD faculty. Since 2014 will be a PhD recipient, on the odd years the focus will be on master's faculty and then the even numbered years will focus on PhD faculty. Dr. de Silva was going to update the proposal to reflect the suggested modifications and send the changes to Council members. This draft will be forwarded to Faculty Senate.

Graduate Research Achievement Day

- Dr. Lewis advised Council that the numbers of students participating in GRAD day are down from previous years. She requested assistance to reach out to students. She also advised that the deadline was extended to February 21.

Continuous Enrollment Report

- Dr. Ardalan provided the latest revision to the continuous enrollment proposal. A few more changes were recommended. He will revise the report and send a copy to the members of Council.