

Graduate Administrators' Council (GAC)
Minutes for Thursday, February 12, 2015
Koch Hall Board Room
9:00 am to 10:30 am

Attendees: Robert Wojtowicz, Chair, Richardean Benjamin, Bryan Porter, Andres Souza-Posa, Ali Ardalan, Bill Heffelfinger, Kevin DePew, Gail Dickinson, David, Earnest, Missy Barber

Guest Speaker: Dr. Morris Foster, Vice President for Research

Tuition Waiver Discussion – Continued – Dr. Morris Foster

- Dr. Foster presented Council with a revised policy for graduate research assistants and tuition waivers. He advised he was still gathering data and studying the impact of out-of-state tuition. He is working with ODURF to get grant information from them.
- Dr. Foster also shared that he has looked at other schools in Virginia. One thing that differs from what ODU currently does is that GRAs are considered as instate, so it allows for easier budgeting at the instate rate. Dr. Wojtowicz suggested a conversation with Jim Duffy and Carol Simpson to see if ODU could change the current policy.
- Dr. Souza-Posa points out that we are generating a policy that we might not be capable of executing. How do we make up the difference between instate and out-of-state tuition? Dr. Foster advised to invoice the grant account for the instate amount. Dr. Wojtowicz said that we need to create a mechanism for the 39% waiver. There needs to be a discussion with Jim Duffy and Deb Swiecinski in the Budget Office to put that in place. Dr. Foster said that the policy will not be implemented until that option is in place.
- Dr. Porter asked why the threshold was \$50k. He needs to have more facts (ammunition) to tell his faculty. Dr. Foster said he would get back with Dr. Porter.
- Dr. Foster points out item 4 in the policy. Tuition waivers are not required for sea grants.
- Dr. Foster will review exceptions to this policy on a case by case basis. He is going to research whether or not stipends can be paid differently than from the grant, though he thinks the grant proposals may need to show the base salary.
- He will update the policy based on the suggestions from the meeting and submit it for Council review. Dr. Wojtowicz will find out if it has to go to Faculty Senate for approval.

Approval of Minutes for Thursday, January 29, 2015

- Minutes approved as submitted with one change noted. Emily Eddins title should be changed to Dr. from Ms.

Announcements

- Lunch & Learn – February 20, 2015, 12:30 pm, President's Dining Room, Webb Center. Discussion about movement toward creation of a new unit bigger than Graduate Studies. The Graduate College Planning Committee has been invited to participate.
- The last CourseLeaf training session is scheduled for Friday, February 13, 2015. The deadline for text changes to the catalog is Friday, February 20, 2015.

Electronic Thesis/Dissertation Subcommittee

- Subcommittee will meet on February 18, 2015. On Friday, February 27, 2015, at 10:00 am in the Library, there will be a meeting with the representative from ProQuest.

Members of the Graduate Administrators' Council and any interested faculty are welcome to attend.

- Decision points for the subcommittee include determining how the new process will be administered and what the new process will be. Dr. Wojtowicz said they still hope to be able to use shareware from Virginia Tech that might allow us to make the whole submission process electronic.
- ProQuest is fully capable of handling multi-modal submissions.

Forms & Policies Subcommittee

- Change of Status Form – Presented to Council and approved. Bill Heffelfinger says that when students are admitted directly to PhD programs in the future, the GPD should note that the student is earning a master's along the way. If it is noted, then a secondary curriculum can be set up in Banner. This makes the entire process easier. Then the change of status form would just be submitted when the student had met the requirements for the master's degree so the degree can be conferred.
- Separation from Graduate Program Policy – Dr. Wojtowicz is working on a new policy to present to Council.
- The Certification of Faculty for Faculty Instruction form was presented to Council for review, but Dr. Wojtowicz advised that there needed to be some more discussion with the Associate Deans about the levels. He would bring the form back to Council again for review/approval.
- It was pointed out that adjunct faculty certification is more strict than the faculty certification.
- It was also noted that we use the same certification form for three different purposes.
- It was suggested that an allowance should be given to those faculty that are administrative faculty. If the faculty member is primarily an administrator, there should be some knowledge measurement or significant record of accomplishment. However, there was also concern expressed that just because an individual is a high ranking administrator, the person may not be knowledgeable enough to chair a dissertation committee.
- Linked Programs – Need to remove all language relating to 4+1 and accelerated programs from the catalog. If we no longer offer an accelerated program, what is the incentive to students? The linked programs offer students a jump start toward their master's degree. This should be made clear to students when they are advised. The new linked programs policy was approved by Council.
- Enrollment Requirements for Graduate Assistants – The proposed policy was submitted to Council for review. It still needs to be shared with Jim Duffy and the University Auditor. It was noted that now we can only pay graduate assistants via Ledger 1. Council approved the policy with changes noted.
- Normal Courseload Policy Revision – Submitted for Council review. The policy was approved with changes.

Parental/Medical Leave for Graduate Assistants

- The University currently has no options for Graduate Assistants that may need time off for parental or medical leave. The forms and policies committee will do some research to see what other schools are doing. Offering this type of leave as an option to graduate students might be a good marketing tool.