

Graduate Administrators Council (GAC)
Minutes
Constant Hall, Dean's Conference Room
March 1, 2012

Attending: Brenda Neumon Lewis (Chair), Chris Osgood, Isao Ishibashi, Bill Heffelfinger, Austin Jersild, Ali Ardalan, Mary Swartz, Richardean Benjamin, and Mona Danner.

Guest: Tisha Paredes

1. Approval of February 2, 2012 Minutes

- Minutes were approved

2. Announcements/ Updates

- **CourseLeaf** - Dr. Lewis informed Council that Missy and Theresa were away for CourseLeaf training. Dr. Lewis thanked Council for encouraging individuals to attend the training. She also acknowledged that there have been some challenges but that they are being addressed and that ultimately this will be a better system for creating the catalog.
- **Doctoral Mentoring Award**
 - Council members discussed different ideas on how to acknowledge the college winners. Ideas included posting their names on the ODU website and the Graduate Studies website, including them in the Graduate News newsletter in April. Dr. Lewis informed Council that all of the winners would be given a certificate and would be recognized at the Faculty Awards dinner.
 - It was suggested that the college winners should be compensated as the university winner is. There was agreement among Council that this would be another way to enhance the status of the award and to recognize all of the winners. It was pointed out with the change in the process we no longer use the full \$6,000.00 that was originally allocated. It was agreed that \$500 would be a reasonable amount to give to the 5 finalists, and that Dr. Lewis should ask the Provost for the funding. Dr. Lewis agreed that she would discuss this with Provost Simpson.
 - Dr. Ali Ardalan raised an issue about the student support letters. He felt that the process should be changed so that the letters go directly to the college coordinator not the faculty member. There was a lengthy discussion on whether or not the faculty member has a need to see the letters. Pros and cons were raised and it was finally agreed since the process for this year had already been started, to table the discussion.

3. Council of Southern Graduate Schools

- Dr. Lewis indicated that she had attended the recent Council of Southern Graduate Schools Conference (CSGS). She gave a brief overview of some of the topics discussed at the meeting. She emphasized that tracking of graduate students "after" graduation was emphasized as being more and more important for institutions to demonstrate the success of their graduate programs.

4. Graduate Needs Survey

Tisha Paredes from the Office of Institutional Research and Assessment gave a preliminary overview on the results of the Graduate Needs Survey.

- The survey was open over a 3 week timeframe and 32 % of all degree seeking graduate students, who were not in the first or last semesters, were asked to take the survey.
- 59% of the respondents were female and 52% were Master's students
- Time management, work life balance and finances were issues they indicated were most important to their success in graduate school
- Housing, safety and mentoring issues created their stress as students
- The top 3 issues identified that would aid in their success were: an increase in career search assistance, information on scholarships, and funding for traveling to conferences and professional meetings
- 2/3 of the respondents indicated that they were unlikely to be a part of a graduate organization; Fifty percent of Asians and Hispanics indicated that were likely to be involved in a graduate organization. It should be noted that 77% of the respondents indicated that they lived on or near campus.
- The respondents graded their overall experience at ODU as "A" – 86%.
- Students also stated they have positive support in their programs and they rated the faculty as excellent

Dr. Lewis indicated that she and Tisha would distribute a written report in a week or so. She also suggested that a work life balancing workshop might be a good topic for PFF.

5. RCR Policy

Mary Swartz discussed the RCR Policy and how the time allowed for students to complete the module needs to be shortened. The current policy states that students have to complete the training within the first 12 months of their enrollment. Mary discussed why this is too much time and has caused problems. Currently, 2200 student have not completed this training as of this semester.

There was debate on whether to change the policy from the requiring it be completed in the first semester or by the second semester. Council agreed giving the student one semester to complete the requirement was sufficient. Mary indicated that she would send the Associate Deans the list of students who have not completed the RCR requirement and asked that they share this information with the GPDs who could contact students. Bill Heffelfinger also stated he will add the RCR training to the checklist for enrollment. It was agreed that students will receive a hold on their account after their first semester of enrollment. The hold will consist of not being able to register or to graduate. Dr. Lewis and Mary will write a draft and email it to all the GAC for them to look over with their GPDs.

The meeting was adjourned at 10:20