

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, March 11, 2021

8:30 – 10:30 am

via Zoom Meeting ID: <https://odu.zoom.us/j/91900910678?from=addon>

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conwell, Liza Flores, Bill Heffelfinger, Craig Bayse, Dale Miller, David Chapman, Jane Dane, Karen Eck, Khan Iftekharuddin, Lamar Reams, Tisha Paredes, Wie Yusuf, Miltos Kotinis, Regina Karp, Dorothy Lockaby, Paul Currant, Renee Felts, and Linda Bol.

Welcome

Robert Wojtowicz greeted Council members.

Approval of Minutes

Minutes from the January 14, 2021 and February 11, 2021 meetings were approved.

Announcements

- **Reginal 3MT Competition at the Council of Southern Graduate Schools:** Bryan Porter informed everyone that this year's 3MT winner competed against 45 students from 15 different states. Austin Tapp won 2nd place and people's choice awards, and this is the highest level achieved in this competition for a student from Old Dominion University and the state of Virginia.
- **Associate Dean Spotlight:** Khan Iftekharuddin will be interviewed for the next Associate Dean Spotlight.
- **Catalog & CourseLeaf Deadline for the 2021-2022 Catalog:** Missy Barber reported that we are in the final phases of this process and that we should meet our deadline this year. She thanked everyone for their assistance.
- **Graduate Research Achievement Week:** Bryan Porter reminded everyone that Graduate Research Achievement Week is April 5 – April 9, 2021. Genny Conwell is working on the calendar of events to be disseminated and an overview of additional events taking place during this week was provided.
- **Brown Bag Series Event:** Missy Barber provided an overview of the New Graduate Assistant Position Numbering System and a reminder that the flyer for this event was sent via email. Zoom registration will be used for this event so you will automatically receive the event Zoom link after registration is completed.

New Business

Faculty Senate Committee C Updates: Wie Yusuf informed Council that the Graduate Faculty Certification Policy for Research Centers was approved, and that Robert Wojtowicz was added as the designee to the one-year extension policy. Current issues regarding the approval process for degrees and certificates was assigned to the Committee Taskforce. The Faculty Senate and Committee C&B representatives have been asked to serve on this Taskforce also.

A list of issues and policies to be discussed at next Tuesday's meeting was provided. This led to an open discussion about concerns regarding changes to the language surrounding the structure of the Thesis and Dissertation policy. Wie Yusuf clarified that this language only applies to

departments with joint appointments and that the primary goal was to clarify the language and provide guidance. Robert Wojtowicz informed everyone that we will move forward with the changes to the Thesis and Dissertation policy with the recommendation that the Forms and Policy Committee will revise the language regarding external members.

Excellence in Graduate Teaching Award: Dale Miller proposed a change to this award. There was discussion about whether these changes will need to be submitted to Committee C or G and Wie Yusuf will verify this. The issues that prompted a need for this change was discussed further and the suggestion to have six different awards was offered as a solution. It was decided that these changes will be submitted through an issue form with hopes of seeing progress in Spring 2022.

Fall Re-opening: Robert Wojtowicz informed everyone that information regarding fall reopening is not available at this time and additional guidance will be provided as soon as it is released.

Enrollment Updates: Jane Dané provided the enrollment report on screen and an enrollment summary. Total headcounts are up for spring 2021 and graduate headcounts and FTEs are continuing to improve. It was reported that 20% of summer courses will be face-to-face across the University and students are mostly enrolling in online courses. A preview of the fall 2021 enrollment was provided also.

Bill Heffelfinger reported that international students are relying on the fall 2021 reopening plan and the Office of International Admissions will be working to assist these students. He also reported that fall 2021 enrollments for online programs have increased significantly and we will see an increase for other programs as we approach application deadlines. Bill Heffelfinger suggested that now is the time to request additional graduate resources due to the increase in graduate applications. There was a general discussion about how to hold on to graduate enrollments once the pandemic eases.

VCGS Recap: Bryan Porter provided an update from the VCGS quarterly meeting and it was reported that the deans in Virginia met on last Thursday to discuss possible solutions to some current issues. These issues included health insurance collaboration, graduate recruiting fairs, and the criminal background checks for admissions (i.e., HB 1930) policy. Detailed information was provided and there was open discussion about these topics.

Other Topics for Discussion

New Graduate School Employee: Robert Wojtowicz introduced Liza Flores, the new administrative assistant in the Graduate School.

Summer School: Robert Wojtowicz thanked Renee Felts for the work that she accomplished for the Summer Awards. An update about the Homeland Security graduate certificate program was provided also.

Additional Student Concerns: Robert Wojtowicz discussed two emails that he received recently from students. One concerned the absence of spring break, and another concerned a student currently serving in the National Guard who is unable to remain enrolled in classes. He reminded everyone that our students are currently facing hardships.

Next Meeting

The next Graduate Administrators' Council Meeting is scheduled for Thursday, April 8, 2021 from 8:30 am – 10:30 am.

Meeting adjourned.