

Graduate Administrators Council (GAC)
Minutes for Thursday, March 29, 2012
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Isao Ishibashi, Sharon Judge, Mona Danner, David Selover, Richardean Benjamin, Robert Wojtowicz, Ali Ardalan, Austin Jersild, Bob Case, Deanne Shuman, Osman Akan

Guest: Marty Sharpe, Institutional Research and Assessment

Approval of March 15, 2012 Minutes

- Minutes were approved with changes.

Announcements/Updates

- Outstanding GTA – The selection process is complete. The winner of the Outstanding GTA – Classroom Instructor is Sarah Moseley in the College of Arts and Letters, and the Outstanding GTA – Laboratory Instructor is Anna Veprinsky in the College of Sciences. Dr. Lewis thanked the Associate Deans for their assistance both in support of the award and recommendation of committee members.
- Doctoral Mentoring Award – The selection process is complete. The winner is Dr. Hani Elsayed-Ali from the College of Engineering. Dr. Lewis thanked the Associate Deans for their support of the award and service on the selection committee for the University Doctoral Mentoring Award winner.
- Graduate Research Achievement Day – Thursday, April 19, 2012 in North Mall, Webb Center. Dr. Lewis will send out a flyer electronically to the Associate Deans. We have 52 participants this year. Dr. Wojtowicz suggested starting at an earlier time. After brief discussion, it was agreed that the start time would be changed from 1:00 pm to 12:00 noon.
- Master's and Doctoral Reception – Wednesday, May 2, 2012 at 5:30 pm in the Gordon Art Gallery on Monarch Way. Dr. Lewis asked Council to help promote this upcoming event. OGS is working on providing free drink vouchers to attendees. There was some discussion about the reduction in quality of service and food from Aramark. Council members expressed concern and would like to be proactive in addressing this situation. Dr. Lewis agreed and said that this is a concern that has been expressed by many other groups and that GAC would revisit the issue.

Overview of SACS Team Agenda and Expectations

- Dr. Sharpe discussed the upcoming SACS visit, April 15 – 19, 2012. The process is a little different this year; it is being done in two parts. One team reviews information off-site, which has already been done. The other team will do the site visit. Another difference this year is the Quality Enhancement Plan (QEP) the University is developing. The QEP is a series of activities designed to improve student learning. Dr. Sharpe said that we will know by April 6 who the SACS team will want to interview. She suggested that GAC members mark their calendars for Tuesday, April 17, 2012 from 1:45 pm to 3:00 pm for a possible meeting time.
- The following is a list of possible discussion points from the SACS team:
 - Designation of individuals coordinating academic programs. It is important to demonstrate that faculty are running curriculums.
 - Focus will be on the support of students
 - Distance Learning Programs
 - They may ask about the consistency of the message the institution is sending to different US Department of Education accrediting agencies
 - Financial Aid
 - How do we characterize our faculty? Some schools differentiate between main campus and distance learning faculty. Ours are the same; we do not have two sets.

- Do we have adequate resources?
- Dr. Sharpe stated that this is our opportunity to put our best foot forward and emphasize how we support students.

QEP

- Faculty workshops are going on now. Another session will be held May 7 – 11, 2012. Faculty members that participate receive \$2,000 in compensation.
- Workshops are being conducted by Joyce Neff, Shelly Rodrigo, Amy Adcock, and Karen Karlowicz.
- The workshops are designed to help faculty learn new techniques for teaching that are not burdensome. Assessments are done at the end of the workshops; reviews have been good.
- Dr. Ardalán is currently participating and he highly recommends the program.

Doctoral Mentoring Award Policy

- Dr. Ardalán expressed concern about the Doctoral Mentoring Award process and thought that it would be a good idea to take a look at the possibility of separating the college and the University awards so that the same person would not be able to receive the college award multiple times. After a discussion, it was decided to reconvene a committee to review the policy and make recommendations to Council. Members of the committee are Osman Akan, Ali Ardalán, Richardean Benjamin, and Robert Wojtowicz. They will also evaluate whether or not Master's faculty should be considered for this award, they will review the calendar, and revise the scoring matrix to coincide with the new policy.

Banner Bearers for Graduation

- There will be three graduation ceremonies in May. The first one will be on Friday night for the College of Arts and Letters. Dr. Wojtowicz provided the name of Elif Guler as the banner bearer. The second ceremony will be on Saturday at 9:00 am for the Colleges of Engineering, Health Sciences, and Sciences. Dr. Akan will send Dr. Lewis the name of the banner bearer. The third ceremony will be at 2:00 pm on Saturday for the Colleges of Business and Public Administration and Education. Dr. Ardalán has already provided the name of the banner bearer to Dr. Lewis.

Additional Topics

- Courseleaf – When reviewing items submitted in workflow, it is important to verify that the changes being made are approved changes. Hopefully, Courseleaf will be able to accommodate program changes by next year. Missy will check with Elizabeth Batu regarding course in catalog that is not in Banner for College of Engineering.

Meeting Adjourned at 10:00 am.