

Graduate Administrators' Council (GAC)
Minutes for Thursday, March 24, 2016
Education Building, Room 118
9:00 am to 10:30 am

Attendees:

Robert Wojtowicz, Chair

Missy Barber
Richardean Benjamin
Jane Dane
Kevin DePew
Shirshak Dhali
Gail Dickinson
David Chapman

David Earnest
Bill Heffelfinger
Kiran Karande
Ravi Mukkamala
Steve Myran
Chris Osgood
Brian Payne

Humberto Portellez
Bryan Porter
Andres Sousa-Poza
Mary Swartz
Bonnie Van Lunen
Corey van Vlymen

Members highlighted in italics were not present at the meeting.

Approval of Minutes for Thursday, February 24, 2016

- Minutes were approved as submitted.

Announcements

- Graduate Research Achievement Day – Submission deadline is Monday, March 7, 2016.
- Graduate Administrators' Brown Bag Series Events – There is an event scheduled for today, from 12:30 pm to 1:30 pm in the President's Dining Room on the marketing of graduate programs.
- Grad Finale Event – Today from 12:00 noon to 6:00 pm in Webb Center
- CourseLeaf deadline has passed – Please make sure to approve the pages for your colleges as soon as possible.
- Program Handbooks have been requested by OGS for the SACS interim review. Please submit them to Missy Barber as soon as possible. GPDs may want to review current handbooks and make sure that content is appropriate and that content related to completion of curricular requirements are consistent with catalog content.
- During the announcements, there was a brief discussion about website issues and finding faculty and programs. There are some fundamental issues and people are identified incorrectly, i.e., Dr. Earnest is identified as adjunct faculty rather than an Associate Dean. Council thinks this is a University-wide issue that needs to be addressed as soon as possible.
- Graduate Program Director Position Description Update – Dr. Wojtowicz reported a common complaint about the term definition and the term limit. There were also complaints about FTEs across colleges. It was decided to leave the paragraph in the description that refers to FTEs so that a guide and a baseline would be established.

Graduate Student Organization

- Stephen Young, interim vice president for the Graduate Student Organization, spoke to Council about the upcoming meetings and events planned for the GSO. He said that the group wanted to create a strong graduate culture on campus and have events that would

contribute to the professional development of students. He would like all graduate faculty and program directors to help market the organization.

- Dr. DePew mentioned being inclusive of distance students and referred Mr. Young to April Cobos.

Graduate Research Achievement Day

- Dr. Wojtowicz asked Dr. DePew to consider facilitating a distance learning section for GRAD Day.
- Dr. Wojtowicz provided a brief history of GRAD Day. It was started by Dr. Simpson because not much was being done for graduate students. It started out as just a poster presentation event and has evolved over the years. It provides an excellent opportunity for graduate students to “show off” to undergraduate students, other graduate students, and faculty.
- Volunteers are needed to facilitate the oral presentations. Those interested in volunteering should let Missy Barber know as soon as possible.
- Please tell students to bring their friends to this event!

Advanced Degree Luncheon – Speakers Needed

- We have a MBA student that has been nominated. We need a PhD student and possibly a distance student.
- Please submit nominations to Missy Barber as soon as possible.

Program Reviews

- Dr. Wojtowicz provided a spreadsheet of the pending a future program reviews to Council. Please advise him of any changes to the spreadsheet as soon as possible.
- There was a brief discussion regarding the status of some of the reviews.

Graduate Recruitment Funds Update

- Thirty proposals were received and prioritized. Some proposals only received partial funding.
- Caitlin Chandler is in charge of marketing for the University and should be used as a resource when developing marketing materials.

Additional Graduate Financial Aid

- Dr. Wojtowicz mentioned the letter sent out from President Broderick to faculty and staff where he referred to increased funding for graduate financial aid. The money will be provided to us as S-5 funds which is the most restrictive funding we have available for graduate assistants.
- The additional graduate funding will be distributed to colleges this summer. Departments that have an increase in S-5 funds may have a decrease in E&G funds.
- There is more funding with slightly tighter controls.
- It is expected that the funds will be base budgeted in the future.
- There will be no increase in waiver money.

Tuition Waivers

- Dr. Wojtowicz advised Council that approximately \$7 to \$8 million dollars are spent annually in tuition waivers. Funding has not been increased. He suggested that students be encouraged to apply for instate tuition after their first year. If waivers could be paid at the instate rate, programs would be able to stretch the waiver dollars further.

Graduate School/Graduate Administrators' Council Update

- Dr. Wojtowicz asked how the Graduate Administrators' Council should change as we move forward toward a graduate school. It has been recommended that Council be expanded to include a representative from the Library and the Office of Research.
- Should department chairs be a part of the group? There is some concern from department chairs that they are not in the loop. Requests can come from GAC to Provost's Council without department chair knowledge. There was a brief discussion about the role of a graduate program director. If the role is a service role, then the leadership is provided by the department chair, however, if the role is an administrative role (as it is in the GPD description), then the chair does not have to be part of the process. Clarification will happen as the graduate program director position description is finalized. Chairs have the ability to meet if they so choose. Communication is different for every department.
- Should we have a student representative?
- Is there something we aren't doing? How does the group stay focused on larger strategic goals?
- Should we look at faculty development in the context of graduate education? Graduate Studies will be assigned a fellow next year, perhaps that is a responsibility that could be assigned to that position.
- The path of a graduate student is different today than it was 20 years ago. Career paths are also different. We need to have a counterpart to PFF that would provide mentoring to graduate students who will work outside of academia. It is important to talk to all graduate students when they enter a program to determine what the student's goals are and to make sure they help the student achieve them.
- It was suggested that the next graduate research achievement day have an alumni panel of professionals.