

Graduate Administrators Council (GAC)
Minutes for Thursday, March 28, 2013
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Richardean Benjamin, David Selover, Robert Wojtowicz, Chris Osgood, Isao Ishibashi, Joanne Scheibman, Lynn Ridinger, Osman Akan, Mary Swartz, Ali Ardalan, Carolyn Rutledge, and Sharon Judge

Approval of February 28, 2013 Minutes

- Minutes were approved with changes noted.

Announcements/Updates

- National Graduate and Professional Student Appreciation Week - April 1 – 5, 2013 – To acknowledge graduate students at Old Dominion University, the Graduate Student Organization is hosting an appreciation reception on April 4, 2013 from 1:30 to 4:00 pm in the River Rooms in Webb Center. Faculty are encouraged to attend to show their support.
- GAC Meeting for April 11, 2013 – The GAC meeting scheduled for April 11, 2013 is cancelled because of Graduate Research Achievement Day.
- Brown Bag Lunch and Learn – Twenty people attended the event. Bill Heffelfinger talked about admissions issues and the implementation of a new communications software called Hobson's. Other topics discussed included changes to the summer school schedule and the move toward scheduling summer and spring classes together. Dr. Lewis said that there would be a Graduate Administrators Workshop in the fall semester followed by more Lunch and Learn meetings in the spring.
- Doctoral Mentoring Award – Dr. Lewis thanked the Associate Deans for serving on the review committee. She indicates that the pool was very competitive. Dr. Rick McKenzie was chosen as the winner. Each college winner will receive \$500 from their respective colleges. Dr. McKenzie will be recognized formally and presented with a plaque at the faculty awards dinner to be held on May 7, 2013.
- Outstanding Graduate Teaching Assistant Awards – The committee will be meeting on April 2, 2013 to determine the winners. They will choose one winner for Outstanding Graduate Teaching Assistant – Classroom and one winner for Outstanding Graduate Teaching Assistant – Laboratory. The winners will also be recognized at the awards dinner on May 7, 2013. They will receive \$1,000 and a plaque.
- PFF Faculty Coordinator Position – The committee interviewed three candidates on Tuesday and they will meet tomorrow (Friday). They hope to be able to make an announcement by next Friday or the following Monday.
- ABT Proposal – The proposal is with the Faculty Senate. Dr. Lewis said that they need to approve it soon if it is going to be in the new catalog. Dr. Lewis will follow-up with the Faculty Senate on Monday.
- Impact of Affordable Health Care Act – Discussions are taking place regarding the impact of the Affordable Health Care Act. Adjunct Faculty will have their hours limited to 29 hours per week. Currently, graduate assistants are allowed to work 20 hours per week, however, exceptions have been made to grant 10 additional hours. It appears we

will not be able to approve those types of exceptions in the future. If the institution is found to be out of compliance, it can be fined \$2,000 per person. For graduate teaching assistants, the rule is that 1 credit is equivalent to 3 hours of work. Three 3 credit hour courses equates out to 27 hours of work. By April 3, decisions will be made and written guidelines will be distributed.

Graduate Research Achievement Day

- There are 49 submissions for posters and 43 students are currently committed to present. The poster presentations will be in the North Mall of Webb Center from 12 to 2. Students should be there by 11:30 am to set up. There is a strong representation from all colleges. Food will be served in the lounge area. Please encourage everyone to come.
- We have added an oral presentation section this year and that will be held in the Virginia Rice Webb room from 9 to noon. There will be 3 one hour sessions as follows:
 - 9:00 to 10:00 – College of Arts and Letters
 - 10:00 to 11:00 – Colleges of Business and Education
 - 11:00 to noon – Colleges of Engineering and Sciences

There are approximately 5 students in each block. It is set up so that students will have 6 to 8 minutes to present with about 15 minutes for questions at the end of the hour. Each facilitator will receive a packet that contains the abstract for each student assigned to present during the hour.

- Please talk up the event. Perhaps this is an opportunity for extra credit to undergraduate students who can attend.
- Each student presenter will receive a certificate of participation.
- Dr. Lewis asked if there were any suggestions or concerns about the event. None were raised.

Continuous Enrollment

- The committee members include Ali Ardalan, Chris Osgood, Isao Ishibashi, Mary Swartz, and Robert Wojtowicz.
- Because continuous enrollment affects a lot of different areas, it was decided to break it into pieces and work on each area separately.
- At this time, the committee is reviewing the continuous enrollment policy and looking at options for the summer enrollment requirement. They realize that enrollment is tied to faculty compensation and intend to look at that issue later. Some of the suggestions are an “opt-out” option for students or a liberal waiver. With liberal waivers there is a concern about consistency. They are also suggesting no summer registration unless a student needs to be registered. Dr. Ardalan said that we should go with what the larger population is doing. If there is a policy that states no one is required to register, then it will be harder to get students to register. If the majority of students need to be registered for summer, they should take that into consideration when making their recommendation. Also, they are taking into consideration the fact that students will have to register so that the faculty can get credit for supervising the student and receive the correct compensation.
- Dr. Akan recommended that the process be simpler.
- The faculty member supervising the student should tell the student to register.

- Summer registration should not be required, but for those who want to do work, they can register. There would need to be a request to set the courses up with the supervising faculty member as the assigned instructor so they can get credit for supervision and it can be easily tracked.
- Dr. Lewis said that we need more input from Jim Duffy before making a formal recommendation.
- Dr. Ardalan wants to proceed with just the change to continuous enrollment.
- The GPD's need to see a draft of the proposal.
- The message to communicate – the student must be registered in the final semester.
- Dr. Lewis advised Council regarding the process of the proposed change/recommendation. The first step would be Provost's Council, then it would be sent to Faculty Senate. If approved without changes, it would go to the President. If there were changes, it would go back to the Provost's Council, and then to the President.
- It was agreed that the proposed changes should be shared with GPDs and departments. Dr. Lewis will also share the recommendation with Jim Duffy for feedback.
- Changes and corrections were discussed.

Meeting adjourned.