

Graduate Administrators Council (GAC)
Minutes of Thursday April 8, 2010
Koch Hall Board Room
9:00-10:30

Attending: Philip Langlais, Chair, Brenda Neumon Lewis, Sarah Snowden, Robert Wojtowicz, Mona Danner, Danica Hays, Christopher Osgood, Mike Overstreet, Ali Ardalán, David Selover, Isao Ishibashi, Martha Walker, Mary Swartz, Pat Pleban

Approval of March 25, 2010 Minutes

Minutes were approved.

Announcements/Updates- P. Langlais

Dr. Wojtowicz announced that the final draft of the Graduate Thesis Guide is almost completed. He plans to reconvene the subcommittee to review the draft and expects to make a report to Council in the next two weeks. Dr. Langlais gave an overview of the status of the following issues:

1. **RCR**

Dr. Langlais indicated that he has met with the RCR Steering Committee and the committee's recommendations have been reviewed by the Provost. He will be asking each Dean for an opportunity to visit with key individuals within the Colleges to go over the implementation plans.

2. **Export Control**

Dr. Langlais indicated given the new federal regulations, it is imperative that the university begin to understand the issues involved in export control and establish protocols for the institution. He indicated that the Provost has approved the purchase of a license from E-Customs. A committee has been established; more information will be forthcoming and presentations will be made to each college.

3. **Financial Processing and Verification of Graduate Assistantship Support**

Dr. Langlais indicated that the Provost has set **June 1, 2010** as the date the Colleges will take full responsibility for processing graduate assistantship awards. He has developed a training workshop and is currently setting-up meetings to be held in each college. Dr. Langlais recommended that Deans, Associate Deans, GPD's and Chairs be included in these meetings. He also stated that Pushara Kiraly will be accompanying him in these meetings and will be available to assist in the transition. Finally, the process of transferring Purshara Kiraly and her responsibilities from the Office of Graduate Studies to the Office of Admissions will occur sometime after June 1.

Dr. Wojtowicz raised two questions about assistantship funds: First, he asked in light of the elimination of the Dissertation Fellowships, was it possible for the Colleges to establish their own? Dr. Langlais assured him this was acceptable. Secondly, Dr. Wojtowicz asked how to handle international students whose host country would only pay the in-state tuition? Dr.

Langlais indicated that as in the past, these students could be awarded tuition waivers. In addition, he pointed out that the amount of tuition waivers available for AY2010-2011 will depend on the BOV decision on the proposal to raise tuition for the 2010-11 AY.

Discussion on Doctoral Advisory Committee and the Dissertation Committee

The subcommittee distributed the recommended changes to be included in the Graduate Catalog. These changes were approved by Council.

Revision of the Reinstatement Policy

Dr. Lewis distributed the recommendation for changes to the policy. She pointed out that the primary changes were related to changing the language so the policy clearly indicates that the GPD would make the initial reinstatement decision and the Graduate Appeals Committee would serve as the second level of "appeal." There was a lengthy discussion on the interpretation of the number of credits a student would be required to take upon reinstatement and what that means to the GPA expectation (currently, item 4, p.53, 2009-10 graduate catalog). Council agreed that there still needed to be changes to the organization and language. The revisions will be brought back to the Council for review at its next meeting.

Enrollment Tracking Reports- R. Wojtowicz

Council agreed this issue was resolved at the March 25, 2010 meeting.

Recording of completion of Master' degree/formal admission to Ph.D. program

There was discussion on the need for clarity on whether a student is or is not in a Master's program. There are a number of programs where a student is directly admitted into the doctoral program following the bachelor's degree. In addition to the need for accurate reporting of enrollment in degree programs, the Registrar indicated a degree cannot be awarded if a student has never been formally admitted to the program. Council agreed that this issue should be addressed with the adoption of the revised graduate forms. The Registrar indicated that she would formally advise GPD's to use the **Change in Status** form to capture this information.

Use of the II in Grade Reporting

Mary Swartz, University Registrar, went over the proper uses of the II and the use of P for graduate student grade reporting. Several members of Council indicated that there was confusion surrounding this. It was agreed that the Registrar would develop an information memo on the proper uses of II and P for graduate student reporting and send it to all faculty.

Minority Recruitment & McNair Scholarships

After brief discussion, it was agreed that the next step would be to invite Alice McAdory to the Council meeting to explore ways we could participate in the McNair Scholars Program.

The meeting was adjourned at 10:30am