

**Graduate Administrators Council (GAC)**  
**Minutes of Thursday, April 22, 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, Dennis Gregory, Ali Ardalan, David Selover, Osman Akan, Isao Ishibashi, Martha Walker, Mary Swartz

Guests: Alice McAdory, Bill Heffelfinger, Mike DeBowes

**Approval of April 8, 2010 Minutes**

Minutes were approved.

**Announcements/Updates- P. Langlais**

- Dr. Langlais indicated that he has conducted financial support workshops in the colleges over looking the policies and procedures for processing graduate assistantships financial support. June 1 is the date that the colleges will assume responsibility for this process. Dr. Langlais indicated he and Purshara Kiraly would be available to that date to answer questions.
- Dr. Lewis requested a list of each colleges approved certificate programs to be sent to her to be inserted in the 2010-2011 Graduate Catalog.

**Discussion-Minority Recruitment/McNair's Scholars Program-C. Osgood/Alice McAdory**

- There a continued discussion on how ODU would develop a McNair Program. Alice McAdory indicated that the University already waives application fees for McNair's Scholars. Bill Heffelfinger stated that the federal government was not accepting new proposals at this time. It was the Consensus of Council we were not at the point to develop a full program but that we should begin to improve our efforts in recruiting more minority students. Several suggestions were made including developing a website indicating in Graduate Admissions and participating more strategically in the McNair that are held around the country. It was pointed out by several members that if we made an effort to recruit more minority students we would need to ensure that faculty were trained to appropriately mentor and guide them through the programs.

**Discussion-Honors Violation Process-Mike DeBowes**

- Mike DeBowes announced that the Office of Judicial Affairs name has been changed to the Office of Student Conduct and Academic Integrity. He outlined several issues that still persist when graduate students are found in violation of the Honor Code. Mike further stated that the Office of Student Conduct and Academic Integrity will notify the GPD and

the Registrar Office of the suspension and place a hold on enrollment record. If the student is international the Office of International Studies and Scholar Services will be notified.

- There was a lengthy discussion and recommendations were made regarding information that the GPD, hiring person and other faculty needs to know regarding the students academic dishonesty suspension and where this information can or should be located: have the faculty member contact the Office of Student Conduct and Academic Integrity to view/check on an individual student regarding academic concern, on the award letter have it noted that by student signing the award letter that the student is agreeing to being in good academic standing and that if found guilty of academic dishonesty then student will be dismissed from program and noted on transcript. It was suggested to have a policy inserted in the Graduate Catalog.
- Dr. Langlais suggested that Jay Wright in the Office of University Counsel attend the next GAC Committee Meeting to discuss the boundaries of being notified/viewing and technical standards of a student's academic dishonesty.
- Motion was raised and passes by Council- GPD of student will be notified of any academic dishonesty and integrity.

#### **Graduate Thesis/Dissertation Guide Update-R. Wojtowicz**

- Robert Wojtowicz stated that the Sub-Committee met and made small revisions to the thesis/dissertation manual. Kathleen Rhodes will make these changes and the manual should be complete by the end of the 2009-2010 academic year.

#### **Discussion-GTAI Institute-B. Lewis**

- Dr. Lewis stated that at a previous Provost Council meeting the responsibility of the GTAI Institute was discussed. She indicated the College of Engineering and Technology submitted a proposal to take responsibility for the GTAI Institute for the next two years and the responsibility would rotate among the other colleges to take responsibility for the GTAI Institute. At the last Provost Council meeting there was further discussion if this should go forward. Provost Council wanted this to come back to the GAC Committee to discuss what parts of the GTAI Institute should be centralized and what parts should be handled with in the colleges.
- Fall 2010 GTAI Institute will be handled by the Office of Graduate Studies as in the past.
- There was discussion of ideas and recommendations for the GTAI Institute: College of Education would like to have their own institute for the students to conduct workshops and the institute would be more tailored for their students; Day 1 of the institute would be centralized which includes registration and set agenda, Day 2 would be set for students to attend workshops and training with in their own college.
- Council will return to the next meeting with recommendations after looking at student comments on the GTAI Institute. Dr. Langlais shared with Council that he and Loreta

Ulmer in Center for Learning Technologies are working on a new GTAI Institute handbook. Once the handbook is completed then it will be brought to Council for review

#### **Revision of Catalog Reinstatement Policy- B. Lewis**

- Dr. Lewis indicated that the proposal to change the function of the Graduate Appeals Committee had been approved in Provost's Council and the Reinstatement Policy had been revised by the sub-committee. Since there wasn't sufficient time during the meeting for a proper review, it will be placed on the agenda for the next Council meeting.

#### **Additional Items**

- Dr. Lewis stated that the sub-committee met regarding the graduate forms. The forms were sent to the Associate Deans who were to share them with their GPD's and faculty. She indicated she received only minor suggestions for changes. When completed, the revised graduate forms will be posted on the website as fill-able and save-able and will be numbered. OCCS is working on signatures being inserted on the forms. The newly revised graduate forms should be available within the next two months. In the interim, we will continue to use the current graduate forms.
- Council recommended that the Office of Graduate Studies website remain and be modified within the new module status in Academic Affairs.

Meeting Adjourned at 10:30