

Graduate Administrators Council (GAC)
Minutes for Thursday, April 24, 2014
Koch Hall Board Room
9:00 am to 10:30 am

Attendees: Brenda Lewis, Chair, Brian Payne, Robert Wojtowicz, David Selover, Craig Bayse, Lynn Ridinger, Mary Swartz, Shirshak Dhali, Bill Heffelfinger, Isao Ishibashi, Ali Ardalan, Missy Barber

Guest: Jeanie Kline

Approval of April 10, 2014 Minutes

- Minutes were approved as submitted.

Announcements

- Dr. Lewis announced that the Office of Graduate Studies would be offering the Meredith and Alumni Scholarships. To be considered, a letter of nomination, a statement of goals, and a vita or resume needs to be submitted. The deadline is Monday, May 12.
- Advanced Degree Luncheon – Dr. Lewis said that there has been a good response to the event. There are 65 attendees so far. She hopes that everyone will be there. It should be a nice event.

Summer School – Jeanie Kline

- Dr. Kline reported that registration for summer is going well. At this time, we have 2300 students registered for 12,000 credit hours. At the same point in the cycle last year, we had 3350 students registered for 16,000 credit hours. She anticipates another 1,000 students will register.
- Dr. Kline said there is an article about summer school in the Graduate News newsletter. She asked that if anyone has ideas about reaching out to graduate students to let her know.
- Dr. Kline advised that tuition rates will not be increasing this summer.
- Dr. Kline said they are considering a pilot “May-mester” next year. Many schools offer a “May-mester” which is a three week term. Students seem to love it because they can take a class in a month and then go home. Dr. Kline asked Council to let her know if there were courses that would work on a three week schedule.
- Dr. Kline said that more classes can be offered in the summer, but we need to know the demand. She said most students want math and science classes. The minimum enrollment in a course in the summer is 8 students. She said that she works closely with the Associate Deans to make sure classes show revenue to the University, so sometimes they can be flexible with the number.
- Mary Swartz advised that confirmations were sent out to students reminding them to register. She also said that the schedule requests for next spring/summer have been sent out.

Faculty Award for Excellence

- Dr. Lewis said that Council needed to revisit the Faculty Award for Excellence because a vote was not taken on the proposed change. She advised that issues were raised during the initial discussion and Dr. de Silva added language to address those issues.
- After some discussion about the policy, a motion was made to discontinue the Doctoral Mentoring Award as it now exists and to replace it with the Faculty Award for Excellence. The motion passed.
- A motion was made to reconsider the content of the award. This motion also passed. Dr. Ardalan will take leadership for revision of the language.
- A motion was made to take out the revision that was made. The motion was approved.
- A motion was made to accept the Faculty Award for Excellence as a replacement for the Doctoral Mentoring Award and the motion was approved.
- Dr. Lewis noted there are still some procedural issues to be worked out. She is going to return the policy to Dr. de Silva and advise him about the concerns about the language.

Graduate Policy Committee – Robert Wojtowicz

- Dr. Wojtowicz discussed changes made to the policy on time limits. He said that the changes suggested were provided in the packets. Time limit for Master's students would be a separate heading and thesis and non-thesis options would now be broken out. There were no word changes. Dr. Lewis advised since there were no word changes, it would be considered language clean-up and it would only require Council's review and approval. Council approved the changes.
- Dr. Wojtowicz discussed changes made to the language for the continuous enrollment policy. Mary Swartz said that Associate Deans can send a list of prefixes to the Registrar's Office and they can help with processing. A motion was made to accept the language change and it was approved.
- Dr. Wojtowicz talked about proposed changes to the Graduate Level Numbering policy. After some discussion, it was decided to table the changes. Further discussion is required. It was suggested that it might be a good topic for a graduate administrator's workshop.

Committee on Three-Year Baccalaureate Degrees

- Dr. Bayse advised that the committee still has some more work to do. Council will either revisit the issue at the May 8 meeting or next academic year.