

Graduate Administrators Council (GAC)
Minutes for Thursday, April 26, 2012
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Osman Akan, Ali Ardalan, Richardean Benjamin, Bob Case, Mona Danner, Isao Ishibashi, Sharon Judge, Chris Osgood, David Selover, Deanne Shuman, and Mary Swartz

Guests: Jay Wright, Associate University Counsel and Brent Edington, Director, Patents and Licensing

Approval of April 12, 2012 Minutes

- Minutes were approved.

Announcements/Updates

- Graduate Research Achievement Day – Dr. Lewis said that the event was a success and that the students were pleased that the President and the Provost attended. She asked Council to let her know if there were any recommendations for changes or improvements for next year. It was suggested that it might be better to have the event earlier in the year, like February or March. Also, having it about two weeks after spring break was suggested as well.
- Nominations for the Meredith Construction Scholarship and the Alumni Scholarship are due on April 27, 2012. Dr. Lewis will accept either hard and electronic copies.
- Master's and Doctoral Reception to be held on May 2, 2012. Dr. Lewis asked Council to please continue to encourage faculty and students to attend.

Discussion on Intellectual Property

- Dr. Lewis introduced Jay Wright and Brent Edington. Wright and Edington were invited to speak at the Graduate Administrators Council meeting in order to clear up some confusion regarding ownership of students' theses and dissertations. There was substantial discussion around the issue. Council was advised that students' theses and dissertations belong to them, however, if there are inventions that are created with University assets, it is possible that ODU could have intellectual property ownership. Dr. Lewis also queried colleagues in the VCGS and she found that ODU's policies and procedures are consistent with theirs. They also said there was a distinction between the theses and dissertations and inventions. It was agreed that we do not need to change the language in our theses and dissertation manual.

Discussion on Doctoral Mentoring Policy

- Dr. Ardalan asked to move the discussion on the Doctoral Mentoring Policy to the next Graduate Administrators Council meeting. The subcommittee is meeting in May. Council agreed.

Health Insurance Issues

- Dr. Lewis reported that there has been an increase in health care costs for international students of approximately 50%. Health insurance is required for all international students and a GPD informed her that some of the students were very upset. Dr. Lewis spoke to Jenny Foss about the increase and was informed that we have to rebid for the policy each year. This year, the claims exceeded premiums collected by \$170,000. Insurance companies are authorized to increase fees if they are operating at a loss. In addition to the additional claims processed, there has been a reduction in students enrolling for coverage. Our rates are lower than most schools. Dr. Lewis will ask Jenny Foss to come to the next Graduate Administrators Council meeting.

Additional Topics for Year End Wrap-Up

- The next GAC meeting is scheduled for May 10. Since there are a few issues to wrap up, Dr. Lewis proposed that Council meet again on May 31. Council agreed.

- Advisor Handbook - It was suggested that there should be an Advisor Handbook for graduate advisors. Mona Danner shared that she was currently in the process of creating her own program handbook and she agreed to share it with Council. It was also mentioned that the faculty handbook states that it is the Graduate Program Director's responsibility to develop the handbook.
- ABT Status Update – Dr. Lewis has talked with Jim Duffy and he is working on it. She will follow-up with him for an update.
- Instructor for International Students – This discussion will be revisited at the May 31, 2012 meeting.
- International enrollment is decreasing. It was suggested that the University is not flexible enough with admitting international students. Dr. Lewis suggested inviting the new Executive Director of International Programs and the new Executive Director for Admissions to an upcoming meeting to discuss.
- Graduate Registrations – Mary Swartz indicated graduate registrations are down two to three percent from this time last year. Financial Aid for summer is also down. It was suggested that we look at peer institutions to see how many assistantships they have for each program. Though Council acknowledged the reduction in registrations is an issue, there is some concern as to whether or not the issue is within Council's purview.
- Mary Swartz advised Council that an effort is being made to reduce the number of holds that prevent registration.
- Degree Works – Mary Swartz reported that they have been conducting Degree Works meetings with the colleges and just have a few more to complete.

Meeting adjourned.