

Graduate Administrators' Council (GAC)
Minutes for Thursday, April 9, 2015
Koch Hall Board Room
8:30 am to 9:45 am

Attendees: Robert Wojtowicz, Chair, Mary Swartz, Richardean Benjamin, David Selover, Bryan Porter, David Earnest, Kevin DePew, Ali Ardalan, Gail Dickinson, Tim Grothaus, Jane Dané, and Missy Barber

Guest Speakers: Karen Vaughan, Library, Jeanie Kline, Academic Affairs, Alice Jones, Career Management Center

Electronic Thesis and Dissertation Processing – Karen Vaughan

- Karen Vaughan provided a demonstration on the new process for submitting theses and dissertations electronically through ProQuest. Electronic theses and dissertations (ETDs) are maintained by ProQuest and stored in ODU's institutional repository, known as ODU Digital Commons.
- The ProQuest Administrator for ODU is Laura Vann.
- The timeline for implementation of this process is a pilot project for fall 2015 where participation will be optional, then mandatory for spring 2016.
- The signature page submitted to ProQuest will not have actual signatures on the page. The names of the approvers will be typed. This is done for security reasons. The page with the approvers' signatures will be sent to the University Registrar's Office.
- Ms. Vaughan has set up a test account. The log in name is kvtest and the password is etdtest for those who would like to log in and view the process more closely.
- ODU's Guide to Theses and Dissertations will be updated so that students know they do not have to copyright or sign up for open access through ProQuest.
- Students have the option to delay the release of their submission up to a maximum of 24 months. In exceptional circumstances, requests can be made to extend beyond 24 months with special permission. It was noted that we need to ask ProQuest regarding the process to request an extension beyond the 24 month period.
- Dr. Wojtowicz plans to present this at Provost's Council next Tuesday.

Summer Registration – Jeanie Kline

- Dr. Kline reminded Council to encourage students to register for the summer semester. Registration is down from this time last year. Dr. Dickinson said there was a pending contract for a cohort for Counseling that would be 12 to 15 students that still need to register. Dr. Benjamin to check to see if the DPT students have registered. Also there should be another 12 students to register from the shipyard.
- Dr. Kline also asked that summer courses be included in strategic planning. Summer courses are a vital piece of economy for ODU. Summer revenue is the most flexible and it allows for an infusion of resources into programs. She also stated that alternative contracts may be available for faculty that would like to teach in summer.

Approval of Minutes for Thursday, March 26, 2015

- Minutes approved as submitted.

Posting Graduate Assistantships through Career Management Center – Alice Jones

- Alice Jones gave a demonstration on how CareerLink can be used to recruit for graduate assistant positions. Council suggested that a category of “graduate administrative assistant” be added on the form where departments can post for openings and that a tab be added on the student’s search screen that would allow them to search specifically for graduate assistantships.

Forms and Policies Subcommittee

- Graduate Assistantship Policy – Dr. Wojtowicz advised Council that changes were made to the policy after feedback from the auditor was received. He described the new categories for Graduate Research Assistant and the differences between the two. The policy will be reviewed by the Faculty Senate.