

Graduate Administrators Council (GAC)
Minutes of Thursday, May 6, 2010
118 Education Building
9:00-10:30

Attending: Philip Langlais, Chair, Sarah Snowden, Robert Wojtowicz, Mona Danner, Danica Hays, Sharon Judge, Christopher Osgood, Mike Overstreet, Ali Ardalan, Osman Akan, Isao Ishibashi, Mary Swartz

Approval of April 22, 2010 Minutes

Minutes were approved.

Announcements/Updates- P. Langlais

- No announcements/updates.

Revision of Catalog Reinstatement Policy

- There was a discussion on the revision of the reinstatement policy and the wording of 1a and 7b.
- Motion was raised and passed by Council that the revised reinstatement policy and recommendations for needed action items (attached) be sent to Provost Council.

Proposed Process for Graduate Faculty Certification

- Dr. Langlais indicated that Provost Simpson wants the college dean's office to have the final approval of graduate faculty certification. Council reviewed and discussed a draft document outlining proposed steps and needed actions to accomplish this goal. Council expressed concerns regarding confidentiality and the who would be responsible for entering the information into the Faculty Activity Database. Council made minor changes to the faculty certification 1-7.
- Council discussed the suggestion from one member that faculty be responsible for entering their information into the system and then have the Dean's office approve. Other members described how their college had used an administrative staffer to enter the faculty information in the FAD. Council agreed to eliminate the following section of item 7 "by a designated person in the Dean's offices."
- There was further discussion on the four "needed action" items in the proposal. It was agreed that these areas would require extensive discussion to arrive at agreed-upon criteria and methods of implementation. There was further agreement that each of the four items be focused on College needs rather than at a uniform university need. Finally, there was a recommendation to include as a fifth "needed action" a meeting of Marty Sharpe and others in the Office Institutional Research and Assessment with the Associate Deans to discuss SAC's requirements and the methods for accomplishing these "needed actions".

- Motion was raised and passed to forward to the Provost Council a revised proposal that incorporated the changes described above (see attached revised document).

Discussion-GTAI Institute Responsibilities

- There was a lengthy discussion on the process and responsibility for the institute. After Council reviewed the previous agenda for the institute, a set of core topics were agreed upon and recommended to be included in a university sponsored portion of the institute. The council members further agreed to conduct the oral presentation and evaluation portion of the institute within their respective colleges. Colleges would also develop and deliver more extensive teacher training that is more relevant to their colleges and disciplines.
- Providing early access to Blackboard so that new students could begin to develop course syllabi, reading lists etc., was discussed. One college would like to begin this training before students are enrolled in classes and formally assigned as TAs. The Vice Provost and Registrar expressed concerns over legal restrictions that would prevent regular access to Blackboard to individuals who were not officially enrolled or employed. They volunteered to explore with Center for Learning Technologies the possibility of allowing Blackboard access in an “off-line” modality to these “soon to be enrolled TAs.”
- It was agreed that GPDs would continue to submit to Office of Graduate Students the names of students to be registered for the GTAI-I.
- It was agreed that OGS would forward to the Assoc. Deans the lists of students in their college who completed the first day of the GTAI-I.
- It was agree that colleges would be responsible for certifying that the student had completed both the university level training and had met the college/department criteria for acceptable language fluency and comprehension and ability to engage in classroom instruction.
- Associate Dean’s and GPD’s will email the Registrar’s Office with a list of students who have completed both parts of the GTAI-I.

Discussion-Graduate Student Orientation

- Council discussed the agenda and format of the Graduate Student Orientation and made recommendations on the specific topics and their order within the program.

Meeting Adjourned at 10:37