

Graduate Administrators Council (GAC)
Minutes of Thursday, May 20, 2010
Koch Hall Board Room
9:00-10:30

Attending: Philip Langlais, Chair, Brenda Neumon Lewis, Sarah Snowden, Sharon Judge, Christopher Osgood, Mike Overstreet, Dennis Gregory, David Selover, Osman Akan, Isao Ishibashi, Martha Walker, Mary Swartz

Guest: Karen Medina

Approval of May 6, 2010 Minutes

Minutes were approved.

Announcements/Updates- P. Langlais

- Dr. Langlais stated that the graduate education responsibilities for the colleges, GPD's and Academic Affairs was discussed and approved at Provost Council. He has distributed this information to the campus community.
- Dr. Langlais stated that there are some concerns regarding graduate financial support. E1S forms are being received in E1S Processing with signatures unknown by the staff. Dr. Langlais requested that each college send a list of names of those individuals within the college who will be authorized to sign E1S forms. He will forward it to E1S Processing and the Office of Finance.
- Dr. Langlais stated that still there has been no announcement of a budget but the departments should proceed with the allocations outlined in his letter.
- Dr. Lewis stated that the Graduate Faculty Certification process for the colleges was approved in Provost Council. She indicated the action items on the proposal still needed more discussion. The details and specifics of who will be inputting the information on faculty into the faculty activity sheet needs to be discussed among the Deans and Marty Sharpe. Dr. Lewis indicated she will send each college a list of faculty who have been certified. Dr. Lewis further stated that the faculty certification forms and benchmark forms that are in the Office of Graduate Studies also will be sent to the Dean's Offices after the new forms are posted.
- Dr. Lewis stated that she is working on continuance and there are 144 students for the spring semester who are on probation or will be suspended. She indicated that there are 5-suspended degree seeking students, and 14 suspended non degree seeking students.
- Dr. Lewis stated that the reinstatement policy has been sent to Committee C for review and probably will not be approved in time for the 2010-11 graduate catalog.
- Dr. Lewis announced that the graduate forms will be ready next week and the sub-committee will review the forms before posting.

Continued Discussion on GTAI Institute Responsibilities

Speak Test

- Dr. Langlais stated it had been agreed that the GTAI Institute day 1 would be organized by Graduate Studies and day 2 would be organized by each college. There was a discussion on the SPEAK Test and iBT Testing.
- Karen Medina explained the process and qualifications for the SPEAK Test at the GTAI Institute and for the retake SPEAK Test. International students and those students whose first language is not English need to have a score of 26 on the iBT or a score of 50 on the SPEAK Test. She stated that these tests do not assess the students writing ability nor their ability to evaluate other students' writing. A question was raised about the cost of the test. She stated that the test is \$100.00. Students without a letter from the department stating that it will pay for the SPEAK Test, will pay out of pocket.
- It was suggested to have a college level writing competency test to assess the students. Each college would need to discuss and decide on criteria, timeline, and responsibility.
- Dr. Langlais stated that it is required by SAC's to have standards for employing Teaching Assistants.
- Council agreed for the fall 2010 semester to proceed as in the previous semester requiring international students to take the iBT or SPEAK Test, and if necessary, the Retake SPEAK Test.
- It was suggested that Preparing Future Faculty Initiatives should be expanded to work with students who need on-going professional development and training.
- Dr. Langlais requested that Council members return to the colleges and ask their GPD's and Deans how to proceed with testing and evaluating their students for the next semester. Sarah will provide Council members with the evaluation sheet used in the previous GTAI Institute.

Letter to Students

- Council decided that each College would take responsibility for informing their own students of their specific activities for the college portion of the institute. Sarah will email Council the letter. Each college will revise the second half of the letter to fit its needs.

Technical Standards for Admission into Graduate Programs

- Dr. Langlais reviewed with Council the information from Disability Services for technical standards. There was a brief discussion on needed technical standards in some graduate programs.
- Dr. Langlais suggested Council members to continue to discuss technical standards with their colleges. It was agreed Kate Broderick, Disability Services and Jay Wright, University Counsel, will need to attend a GAC meeting to comment on the technical standards process for graduate programs.

Summer GAC Schedule

- Dr. Lewis stated that there needs to be one more meeting before Council disperses for the summer. It was agreed that June 17th would be the final meeting before the summer and that the letter for the GTAI Institute will be discussed electronically.

Additional Items

- Dr. Langlais announced that this would be his last meeting. He commended the members of the Council on the work that had been accomplished and thanked them for their commitment to improving graduate education at ODU.

Meeting Adjourned at 10:30