

Graduate Administrators Council (GAC)
Minutes for Thursday, May 31, 2012
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Ali Ardalan, Richardean Benjamin, Bob Case, Isao Ishibashi, Deanne Shuman, and Robert Wojtowicz

Approval of April 29, 2012 and May 10, 2012 Minutes

- Minutes were approved for both April 29, 2012 and May 10, 2012 as submitted.

Announcements/Updates

- Dr. Lewis announced that this meeting was the last meeting of the 2011-2012 academic year. Meetings will resume again in the fall. Judy Bowman will send out a memo in early August requesting names of members for University committees. If Associate Deans know who new/replacement members will be before then, please let Dr. Lewis or Missy Barber know. Meetings for the fall semester have already been scheduled and Missy will send the schedule to current members at the end of the summer.
- Continuance Data for the Spring 2012 Semester – Dr. Lewis distributed the continuance data for the spring semester and reported that the continuance results for this year is fairly consistent with the previous semester. Dr. Lewis also said that the Council may need to have a discussion about continuance and the student's ability to get into academic difficulty again and again. She suggested that one way to address the issue would be to increase the college standards to be higher than the University standard. Also, there are a significant number of non-degree students in academic difficulty, so it may be necessary to discuss strategies such as increased advising or changing the 12 hour rule to address that issue.
- Courseleaf - Dr. Lewis informed Council that there still were quite a few pages that had not been submitted into workflow for approval. Missy will be sending out reminder emails today to Associate Deans.
- Graduate Needs Survey – Dr. Lewis has distributed the results of the Graduate Needs Survey to the Associate Deans for review. Students within different colleges raised different issues. Dr. Lewis reminded Council that there was no additional money for assistantships this year.
- AA Survey – Academic Affairs conducted a survey and the results were provided to Dr. Lewis. Council members had not received the results, so it was decided to table the issue and discuss the findings in the fall.

Doctoral Mentoring Award Policy

- The committee consists of Osman Akan, Richardean Benjamin, Robert Wojtowicz, and Ali Ardalan.
- The committee decided that the procedures for the University's Doctoral Mentoring Award should be separate from the colleges' procedures. It was decided it was confusing to have the University and college procedures in the same policy.
- The committee changed the eligibility and nomination criteria so that someone nominated must be employed with the University for at least 5 years. Concern was expressed on how to compare performance. It would be implicit in the evaluation of candidates and could be captured in the rating matrix which the committee recommended should be updated. It was also recommended that the rating matrix criteria should be based on what is publicized and should be included in the packet, and all candidates must be endorsed by the College Dean.
- After some discussion, it was determined that there were still issues with how to communicate the policy. The committee is going to reconvene over the summer to discuss the policy and resolve the outstanding issues. Council will revisit this issue in the fall.

International Teaching Assistant Proposal

- Dr. Osgood opened the discussion about creating a new International Teaching Assistant position for the University. He provided a proposal for GAC to review.
- Dr. Lewis asked that Council review Dr. Osgood's proposal and provide feedback to her.
- Council members agreed that there is a need for a position of this nature; however, identifying a place where the position would best fit has been an issue. It was suggested that since the focus of the position is on effective teaching, that perhaps GAC should partner with CLT and perhaps have Andy Casiello come to a meeting.
- It was also suggested that there be a conversation with Dr. deSilva now that the proposal has been prepared to see if a pilot program might be possible.
- The English Language Center was suggested as another possibility for partnering for the position.
- Dr. Lewis will discuss the proposal with the Provost as well.

Additional Topics

- Forms – There are a few forms in Graduate Studies that need revising. Dr. Lewis plans to address that issue over the summer.
- ABT – All but Thesis. Dr. Lewis has mentioned it to Jim Duffy and he thinks it is a good idea. At this point, we need something formal to present from GAC to AA (Provost's Council), then to Faculty Senate. Dr. Ishibashi agreed to prepare a justification and policy.
- Non-Degree Seeking Students – There are non-degree seeking students that want to get into programs but they do not have a chance of getting in. Most of these students are in the College of Education. It was suggested that these students should be identified earlier in the process. In some cases, Bill Heffelfinger communicates a non-degree student's intention to be degree seeking to the GPD's, which has been very helpful.

Dr. Lewis thanked everyone for their participation over the past year.

Meeting adjourned.