

Graduate Administrators' Council (GAC)
Minutes for Thursday, May 5, 2016
Koch Hall Board Room
9:00 am to 10:30 am

Attendees:

Robert Wojtowicz, Chair

Missy Barber
Richardean Benjamin
David Chapman
Jane Dane
Kevin DePew
Shirshak Dhali
Gail Dickinson

David Earnest
Bill Heffelfinger
Kiran Karande
Ravi Mukkamala
Steve Myran
Chris Osgood
Brian Payne

Humberto Portellez
Bryan Porter
Andres Sousa-Poza
Mary Swartz
Bonnie Van Lunen
Corey van Vlymen

Members highlighted in italics were not present at the meeting.

Welcoming Remarks – David Earnest

- Dr. Earnest advised Council that Dr. Wojtowicz would be late. He extended congratulations to everyone for the end of the semester.

Approval of Minutes for Thursday, April 21, 2016

- Minutes were approved as submitted.

Announcements

- Graduate Research Achievement Day – Attendance at GRAD day was lower than in previous years. Poster presentations were well attended and the oral presentations were superb.

It was suggested to have a keynote speaker that would appeal to students and others. The speaker should be involved in research.

It was mentioned that some colleges have their own programs and it might be helpful to try to consolidate. It was suggested that awards be given to help incentivize students to participate.

- Meredith and Alumni Scholarships – Deadline reminder – Nominations due Monday, May 23, 2016
- Advanced Degree Luncheon – TODAY, Thursday, May 5, 2016, 11:30 am to 1:00 pm, Hampton/Newport News Rooms, Webb Center
- Electronic Theses & Dissertations – Dr. Wojtowicz mentioned the difficulties students are having that use Laytek to create their theses and dissertations. Greater flexibility is needed. It was suggested that we talk with Cathleen Rhodes about a University approved Laytek format/template.

There was also some discussion regarding submitting three articles instead of a thesis or dissertation and possible implications of doing that.

There is no consistency among the colleges on how they process theses and dissertations. There has been some discussion of bringing thesis and dissertation review to the Office of Graduate Studies.

Dr. Wojtowicz suggested we bring the ETD group back together again.

Update on Graduate School

- The BOV has approved the Graduate School. We are embarking on the implementation phase. There will be a meeting next week. We have advertised for the Provost's fellows and the Associate Dean's position will be advertised shortly as well.

Forms & Policies Subcommittee

- All of the policies and procedures made it through Faculty Senate. Thanks to everyone for all of your hard work.
- There may be a revision to the duration of appointment for graduate assistantships. University Counsel interprets the policy as the 20 hour rule does not apply in summer, so we will look at the language more carefully. However, the rule regarding international students not working more than 20 hours per week for any reason still applies.
- On hold for next year:
 - Graduate Program Director job description
 - Certification for Graduate Instruction
 - Credentialing of Faculty
- Graduate Admissions – Bill Heffelfinger presented a revision to the graduate admissions process. Dr. Wojtowicz suggested rearranging content to include the category of transcripts above the application procedures process. A motion was made and approved for the policy change. It will now go to Provost's Council.

GTAI Institute Registration

- Missy Barber asked Council to pass the word along regarding registering students for the GTAI Institute. Because of renovations to MGB in August, we will not be able to have the GTAI Institute there like we normally do. She asked everyone to be mindful of who they register for the Institute and make sure those students registered have a GTA assignment for the fall. If not, they should be registered for the spring semester.