

Graduate Administrators Council (GAC)

Koch Hall Administration Building Board Room

September 18, 2008

9:30 – 11:30 a.m.

Attending: Philip Langlais, chair, Brenda Neumon Lewis, Isao Ishibashi, Yin Xu, Mona Danner, Ali Ardalan, Brenda Stevenson-Marshall, Robert Wojtowicz, Ted Remley, Laurel Garzon

Introductions

Each member introduced himself/herself to the rest of the Council.

Approval of May 29, 2008 Minutes

Minutes were accepted with one modification.

Modification:

Continued Discussion on Goals and Objectives for Graduate Education

Laurel Garzon clarified her question indicating she asked “*what*” is the role of the Graduate Studies office in relation to academic probation/suspension.

Announcements

Dr. Neumon Lewis reported that the 2008-09 graduate catalogs are currently being delivered to each department. The catalog covers the 2008-09 academic year and the process to develop the 2009-10 catalogs will begin immediately. Dr. Neumon Lewis and Judy Bowman will conduct meetings with department chairs for changes to be added to the 2009-10 graduate catalogs. Dr. Neumon Lewis also reported that the graduate catalog is scheduled to be on the ODU website in approximately one week.

Dr. Neumon Lewis reported that submissions for the CGS Awards for Math, Physical Science, Engineering, Humanities and Fine Arts are due to the Office of Graduate Studies by September 29. Submissions are due to CGS by October 10. Dr. Neumon Lewis encouraged GPD’s to submit nominees from their programs. Dr. Neumon Lewis announced that Old Dominion University and Norfolk State University will host the upcoming CGS Annual Meeting. The events will be held on February 27 – March 1, 2009. Council members were encouraged to attend.

Dr. Langlais informed the Council that as of yet, no dollar amount has been set for ODU budget cuts. He stated that ODU was asked to prepare proposals for a five, ten or fifteen percent cut from the overall university budget. The final amount is scheduled to be announced around the third week in October. Dr. Langlais announced that the Office of Graduate Studies will be cutting the amount of assistantships to help offset the budget cuts. These cuts may affect the spring and summer semester appointments.

Overview of GAC Accomplishments and Responsibilities

Accomplishments and Responsibilities were reviewed.

Graduate Studies Vision, Mission, Goals and Objectives

GAC members reviewed the revised version of the Vision, Mission, Goals and Objectives.

Laurel Garzon indicated that she thought there is something missing from the Goals and Related Activities section of the document. She suggested including the word “faculty.” Brenda Stevenson-Marshall suggested adding “university community,” which is inclusive. Robert Wojtowicz agreed with Dr. Garzon stating that the document should be more specific. Dr. Langlais stated he will be hosting an open forum with each college and its faculty to review and discuss the document. He will then bring his findings to the Council revisions will be made.

SEM Graduate Committee

Dr. Langlais gave an overview of the SEM Graduate Committee in relation to other committees on campus. He announced that the SEM committee is aiming for results by the end of the current semester. He reported that the SEM committee discussed enrollment targets at the last meeting and established goals that set the targets for enrollment. Dr. Langlais suggested GAC make goal recommendations to the SEM committee including a five year plan with benchmarks for each college.

Dr. Wojtowicz, who is a member of the SEM Graduate Committee, also provided an explanation of the SEM committee and stated that the university is currently over populated and one of the committee’s goals is correcting the issue before the new administration is set in place.

Dr. Langlais stated that the deans and colleges should be involved in setting the enrollment targets and how each program will be funded. Dr. Ardalan stated that he would rather not discuss each college’s finances in the presence of non-academic affairs faculty. He feels that SEM Graduate Committee should only decide the criteria of how to compare programs across colleges. Dr. Langlais informed GAC that the issue would be discussed at the next Provost’s Council meeting and the information would be given to the each college’s dean to be distributed to their faculty members.

Mona Danner added that the deans must be willing to shrink their programs and that the faculty are overwhelmed because of so much growth. Dr. Langlais stated those factors were taken into account when forming the five year plan. The matter will be discussed at upcoming meetings.

ETS iBT/TOEFL

Dr. Langlais informed the Council that the university is in the process of a conversion from Citrine to Extender. Representatives from graduate admissions will make a presentation to GAC at an upcoming meeting. Graduate admissions has also requested that GAC clarify who should decide who make graduate admissions decisions.

Update of Task Force recommendations on “Administration of Graduate Programs”
Dr. Langlais stated that Jeff Richards will bring documents to the next GAC meeting for discussion at that time.

Policies/Issues Proposed for 2008-09

Dr. Langlais read the list of policies/issues developed by him and Dr. Neumon Lewis. Dr. Garzon suggested that sub-committees be formed to tackle related issues. Dr. Langlais asked Council members to add any issues to the list they feel were over looked. Ted Remley added IRB approval. Dr. Wojtowicz added non-degree students and gate-keeping for enrollments to the list.

Dr. Langlais then asked GAC members which issues they feel are most important and require immediate attention. Most members reported having no preference. Drs. Wojtowicz, Stevenson-Marshall, Ishibashi, Garzon and Remley stated that the most important issues are the GTA manual, funding, non-degree students, split tuition payments, honor code violations and formal appeals of graduate admissions decisions.

Drs. Langlais and Ishibashi have agreed to work together on split tuitions. Drs. Ardalan and Wojtowicz and Karen Medina will work together on a GTA subcommittee. Dr. Langlais indicated that he will bring the list back to the next meeting to discuss additional subcommittee assignments.

Additional Items

At the next GAC meeting, Dr. Langlais will give an update from the Provost's Council meeting.

The meeting was adjourned at 11:15 a.m.