

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, September 15, 2011**  
**Koch Hall Board Room**  
**8:30 to 10:00 a.m.**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Mona Danner, Christopher Osgood, Osman Akan, Isao Ishibashi, Martha Walker, Richardean Benjamin, Robert Wojtowicz, Bill Heffelfinger

Guest Speaker: Jim Duffy

**Approval of September 1, 2011 Minutes**

- Minutes were approved.

**Announcements/Updates**

- Dissertation Support Group - Dr. Kuo, of the Counseling Center, is the coordinator for the group sessions. Currently, the group is for doctoral students; however, if there are master's level students that need assistance, they should contact Dr. Kuo. He may set up a group if he has a good response. It was suggested that Dr. Kuo do a presentation for the Graduate Administration Workshop.
- Courseleaf - Courseleaf is a content management system to be used for the production of the University catalogs. The next catalog will be produced using Courseleaf. Training is scheduled for October 12 and October 13. Invitations to training will be sent by Judy Bowman or Theresa Mathews.
- 2011-2012 Graduate Catalog - The graduate catalog is complete. Copies will be printed and distributed within the next two to three weeks. It was suggested that a copy be sent to Sonya Yako in the Perry Library.
- Reinstatement Process - The new reinstatement process was presented to Provost's Council. Dr. Lewis indicated Council members supported the change to the process. The new process will be modified to include review by the department chair. The department chair must agree with the GPD's decision for the student to be reinstated at the program level. The new process will be effective January 1, 2012. Students will be informed of the new process at the end of the Fall 2011 semester.
- Graduate Administration Workshop - The next Graduate Administration Workshop will be held on Wednesday, September 28, 2011 from 9:00 to 11:30 am, in the Hampton/Newport News Room in Webb Center. An email will be sent directly to GPDs to request topics for discussion and to encourage them to attend. Topics to be discussed include the new reinstatement process and Courseleaf. A suggestion was made to add clarification about the number of credit hours a graduate assistant needs to sign up for. There is some confusion depending on the source of funding as to the number of credit hours required.
- RCR - The policy went into effect in Fall 2010. Students have been notified regarding the requirement to complete the training within twelve months. However, it is important for advisors to remind students of the requirement as well. OGS has received feedback about the online registration process for training. Students are not sure which category to choose, i.e., humanities or social and behavioral sciences, when their major does not fit a specific category easily. It was suggested that a chart be created that would help students identify which category they should select and that the chart should be incorporated as part of the instructions available on the Office of Research website. Dr. Lewis indicated that she would discuss this with Dr. Rubenstein.

**Guest Speaker – Jim Duffy, Associate Vice President for Academic Affairs**

- Mr. Duffy gave an overview of the tuition allocation process. The University has about \$8 million dollars that can be allocated across colleges for tuition waivers. The amount is typically increased by the amount of the tuition increase every year. Colleges would like more funding to avoid operating in a deficit. Mr. Duffy said that he would be looking at the data and plans to make improvements for next year. He also said that it was important to document what departments can utilize through the budget process. It was suggested that the six colleges come together to make a coordinated budget proposal for tuition waivers. Bill Heffelfinger asked if the Deans tracked offers to students. There is no current mechanism in place. The data could be used as a tool to justify increasing the funds for tuition waivers and possibly there may be a way to build it into the admissions process. It was suggested that Bill discuss this at the Graduate Administration Workshop.

### **Spring 2012 GTAI Institute/New Student Orientation**

- Dr. Lewis indicated that because of the spring schedule, there will be a problem holding the GTAI Institute and the New Graduate Student Orientation. The University will reopen on Tuesday, January 3, 2012. The GTAI Institute will have to be Thursday, January 5 and Friday, January 6. With such a tight time frame, Council agreed that there was not enough time to do the traditional New Student Orientation program and suggested the possibility of offering the information online.

### **GPD Resource Center Website**

- Bill Heffelfinger proposed the creation of a new website for GPDs that would be a place where they could go for information. It would provide FAQs, information on new policies and procedures, the academic calendar, as well as other information pertinent to GPDs. Any suggestions for items to be included on the site should be directed to Bill Heffelfinger.

### **Revision of the 2012 Doctoral Mentoring Award**

- There was discussion regarding the changing of the current process of awarding the Doctoral Mentoring Award. It had previously been suggested that if only one award was provided it would be more meaningful. If the process it to be changed it needs to be done within the next couple of weeks. A committee was formed to review the process and make recommendations. Committee members include Dr. Ali Ardalan, Dr. Chris Osgood, and Dr. Osman Akan. Recommendations to be discussed at the next Council meeting.

### **Revision of Theses and Dissertation Guide**

- Dr. Osgood raised an issue about the Thesis and Dissertation Guide. The current guide does not address the usage of the English spelling vs. American spelling of words. It was decided that revising the guide was not necessary.

Meeting adjourned at 9:55 am.