

Graduate Administrators' Council (GAC)
Minutes for Thursday, September 24, 2015
Koch Hall Board Room
9:00 am to 10:30 am

Attendees: Robert Wojtowicz, Chair, Mary Swartz, Humberto Portellez, Steve Myran, Chris Osgood, Bill Heffelfinger, Kevin DePew, David Earnest, Richardean Benjamin, Shirshak Dhali, Kiran Karande, Bonnie van Lunen, Ravi Mukkamala, Gail Dickinson, Brian Payne, Bryan Porter, Eric White, and Missy Barber

Approval of Minutes for Thursday, September 10, 2015

- Minutes approved with change noted.

Announcements

- Banner Carrier Selection – Dr. Wojtowicz advised Council that banner carriers for the December Commencement needed to be selected. Dr. Benjamin said the carrier for the Health Sciences, Business, and Arts & Letters ceremony had been chosen. Dr. Mukkamala, Dr. Dickinson, and Dr. Dhali will work together to identify a carrier and let Missy or Dr. Wojtowicz know.
- Graduate School Open Forum – The next open forum is Friday, September 25, 2015 at 3:00 pm in 1002 Constant Hall
- Graduate Student Orientation Recap – Approximately 200 graduate students attended the event. The evaluations were very positive.
- Graduate Teaching Assistant Instructors' Institute – This was the first fall semester where the Office of Graduate Studies coordinated the second day. Approximately 150 students attended. The event went well. Dr. Wojtowicz asked the Associate Deans to convey his thanks to the faculty that served as evaluators.
- CourseLeaf Training – This training is for the Course Inventory Management module in CourseLeaf. Users are encouraged to bring new course proposals or course changes to the training. CAT (Catalog) Module training will be offered later in the fall semester.
- Graduate Administrators' Workshop – Thursday, October 8, 2015, 12:30 pm to 2:30 pm in the Hampton/Newport News Room in Webb Center. Lunch will be provided.
- VCGS Event - The Virginia Council of Graduate Schools meets quarterly. They are having a Graduate Education Day on Friday, October 30, 2015 at VCU. This event is designed to target under-represented student groups and encourage them to pursue higher level degrees. Schools with 4 year doctoral programs are to provide graduate students and information on how they became graduate students. Dr. Wojtowicz will work with the Associate Deans to select three graduate students and three undergraduate students. Students selected should be minority, non-traditional, women in STEM programs, or first generation college students. It would be helpful if the graduate students already have posters to present. VCGS is providing a transportation budget. They expect between 200 and 250 students to attend.

Graduate School Update

- The last graduate school forum is tomorrow, September 25. Feedback from the first forum was positive and negative. Most attendees were supportive of the discussion to continue pursuing the reorganization. Concern was expressed about the new Provost needing to be onboard.

- Supporting documents to be provided to faculty senate include the Executive Summary, enrollment data, and the consultants' recommendations.
- After the completion of the forum tomorrow, the feedback will be reviewed and a formal proposal will be prepared and submitted to the Provost and to the Faculty Senate in November.

Graduate Student Health Insurance Update

- Dr. Kline shared the revised process for identifying students receiving graduate assistantships. With the revised process, there are less reporting errors and the process worked very well this year. However, the process is based on the hiring paperwork for the student and that is not necessarily as timely as it could be for the student to sign up for health care.
- Dr. Kline asked that Council relay to those hiring graduate assistants to submit paperwork as soon as possible before the start of the term. It can be done as early as May.
- Open Enrollment ends on September 30, 2015.
- Fellowship recipients are reported by Debra May.
- The student subsidy for this year is \$1,000, \$450 in Fall and \$550 in Spring.
- The subsidies will be distributed in mid to late October (16th for ODU GAs and 23rd for RF GAs).

Policy Subcommittee Update

- Dr. Wojtowicz advised Council that a small subset of the policy subcommittee met last Friday (September 4). They discussed the graduate numbering policy, specifically 700/800 level courses when students take them at both the 700 and 800 levels. The same is also true for 400/500 level courses.
- After a short discussion about course content, it was said that courses should have the same learning outcomes regardless of the instructor.
- Notice of Status Change – M2. Requested changes were presented. Council decided to send the form back to the committee.
- New Separation and Revised Continuance policies – Council sent policy back to the committee for further discussion.

Serving the Military Student Population

- Given the limited time remaining for the meeting, it was decided to discuss this agenda item at the next Council meeting.