

Graduate Administrators Council (GAC)
Minutes for Thursday, January 17, 2013
Koch Hall Board Room
9:00 am to 10:30 am

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Osman Akan, Chris Osgood, Robert Wojtowicz, David Selover, Isao Ishibashi, Bill Heffelfinger, Joanne Scheibman, Ali Ardalan, Mary Swartz, and Richardean Benjamin

Guests: Christopher Fleming, Executive Director of Admissions
Steve Risch, Director of International Admissions

Approval of December 13, 2012 Minutes

- Minutes were approved as submitted.

Announcements/Updates

- Courseleaf Training – January 24, 12:30 to 3:00, BAL 1013C – Dr. Lewis asked the Associate Deans to encourage people that are responsible for updating the catalog to attend.
- Graduate Studies Brown Bag – February 7, 2013, 12:30 to 1:30, President’s Dining Room, Webb Center - Dr. Lewis announced that she will be conducting a “Lunch and Learn” program for GPD’s and other administrators. The program will address graduate policies and procedures as well as any issues attendees may have.
- GSO Comedy Night – February 16, 7:00 pm, Webb Center - The Graduate Student Organization will be hosting a comedy night. The flyer will be distributed electronically.
- New Graduate Student Orientation – Dr. Lewis said that there were about 30 to 35 students who attended. Evaluations received were positive. Overall, she was well pleased with the outcome.
- Graduate Teaching Assistant Instructors Institute – Dr. Lewis said there were about 40 to 45 participants. She thanked the Associate Deans for coming and talking to the students about the process for the second day. Dr. Lewis recommended that the Associate Deans continue to come to future GTAI Institutes and to also join the students for lunch.
- GSO Graduate Forum for Undergraduates - Dr. Lewis said there were about 30 students who came to the event. The GSO provided a panel of graduate students that answered questions from undergraduate students about graduate education. Dr. Lewis also said that she is very pleased with the Graduate Student Organization and its leadership this year.
- RCR Policy Recommendation – The changes to the RCR policy were approved by Faculty Senate on January 16, 2013. Dr. Lewis said the 2013-2014 catalog will be updated to reflect the two changes. She reminded Council that the changes requested were to require completion of the RCR training by the completion of the first 12 credit hours and that RCR training would only be required for degree-seeking and licensure students. Non-degree students will not be required to complete the training.

Introduction of Christopher Fleming, Executive Director of Admissions

- Dr. Lewis welcomed Mr. Fleming to Old Dominion University and introduced him to the members of the Council.

- Mr. Fleming said he is interested in providing support to departments and working with them on their enrollment needs. Prior to coming to ODU, he was at Texas A&M, Corpus Christi as the Director of Admissions.
- Bill Heffelfinger said that they had already met with the College of Education regarding recruitment and that they would like to meet with each of the colleges to address any outstanding issues and share what they can do. He asked that he be contacted directly to set up a meeting.

Discussion on Conditional Admission for International Students – Steve Risch

- Steve Risch posed the idea to Council about the possibility of conditional admission for international students without GRE/GMAT scores. He said that an email had already been sent from Dr. de Silva to the Associate Deans. The intent would be to allow the students to be admitted with the condition that they successfully complete the GRE or GMAT at a later time.
- Risch indicates the reason for the recommendation is due to the fact that there has been an increase in requests from foreign governments to consider students for admission that haven't taken the tests. In some countries, it is very difficult for students to get access to take the tests and they are offered very infrequently.
- Risch said that other schools are developing more flexible admissions policies with regard to GMAT/GRE to be able to accommodate these students.
- Risch also said that if conditional admission was approved, departments would be evaluating students solely on their academic record. However, it was pointed out that these students would have already gone through at least one screening process from their home countries prior to being reviewed for admission by ODU.
- The question was raised as to whether or not there was any follow-up on the long term success of the students that were conditionally admitted. Risch said no. Dr. Akan shared that he had worked with a group of students that were admitted without the GRE for both PhD and Master's and that all but two had been successful.
- Concern was expressed regarding degree completion time and reporting. Risch said that the students are not counted as degree seeking students until they matriculate into a program.
- Concern was also raised regarding how the students would be tracked. Normally, students with provisional admission are tracked by departments. However, Risch said that it is likely if the recommendation is approved that International Admissions or OIP/ISSS would track them.
- Dr. Lewis asked if Risch was looking for a comprehensive policy. Risch indicated that it could be program specific, rules did not have to apply across the board. He reiterated that if his proposal was supported, not all students would have to be admitted, there would still be a review process within the departments.
- Risch stated that students that are government funded tend to matriculate through their degree programs rather quickly. There is pressure on the students to finish timely. Sometimes they have jobs waiting for them in their home country or there are stiff penalties for not finishing in a timely manner.
- It was agreed that there needed to be more discussion with the colleges. Dr. Lewis asked Mr. Risch to please keep Council advised as to the status of his proposal.

Proposal for EL Instructor

- Dr. Lewis advised Council that the proposal has been given to the Provost. Dr. de Silva is to follow-up with Marcello Siles about putting the position request in his budget.

Continuance – Fall 2012

- Dr. Lewis advised Council that the continuance letters have gone out. Information has been sent to the Associate Deans. Percentages of probationary and suspended students have been holding relatively steady.
- Dr. Lewis asked Council to please remind GPD's and Chairs to send copies of all reinstatement requests and supporting documentation to the Office of Graduate Studies. OGS is the official keeper of the record for those requests.

Continuous Enrollment

- Dr. Lewis brought up the issue of students that are graduating that have not maintained continuous enrollment. There were about 18 cases last semester. This is causing issues for the Registrar's Office because they have to tell the students about the continuous registration requirement and students must pay the tuition in order to receive their diplomas. Students are saying that they have not been advised of the continuous enrollment policy. Dr. Lewis asked if, and where the system is breaking down. The consensus is that students are aware of the policy, they just have a "pay it later" mentality and then get stuck at the end.
- Mary Swartz said that it is important for students to pay as they go because often times students will complete their degrees after relocating to another state. If that happens, they may have to pay out-of-state tuition when they are paying for those missed semesters, which can cause an even more significant financial impact.
- Ms. Swartz was asked if students could be billed automatically each semester or if they signed a statement acknowledging that says they would be charged every semester would we be able to just register them for the one credit hour. Ms. Swartz said that students could not automatically be billed or registered for a course. Students need to take responsibility and do it themselves. She recommended that students not be allowed to meet with their advisor until they had registered.
- There was some discussion about removing the summer registration requirement. Council agreed to invite Jim Duffy to discuss the financial implications of reducing the income stream.
- Council also discussed the compensation given for supervising dissertation students. The consensus was that the compensation scheme doesn't make sense. It should be based on head count.
- Dr. Lewis will talk to Jim Duffy and we will revisit the issue on January 31st.

Additional Topics

Graduate Research Achievement Day

- Graduate Research Achievement Day is scheduled for April 11th in the North Mall of Webb Center.
- There was some discussion about moving the event to the Learning Commons, however, it was decided to keep it in Webb Center, at least for the time being.
- Dr. Wotjowicz asked about the possibility of accommodating students that did not have posters for presentation. Dr. Lewis said that we will try to do that. Missy will check to see if there are additional rooms available.

Doctoral Mentoring Awards at University Level

- Colleges should be in the process of determining the college level winners. There will be six college level nominees submitted to be reviewed by the committee of the six associate deans. The committee will determine who the University level winner will be.