

Graduate Administrators Council (GAC) Minutes
Minutes of Thursday, October 8, 2009
Koch Hall Board Room
1:00-2:30

Attending: Philip Langlais, Chair; Robert Wojtowicz, Danica Hays, Sharon Judge, Christopher Osgood, Mike Overstreet, Ali Ardalan, David Selover, Osman Akan, Isao Ishibashi, Brenda Neumon Lewis, Lepsha Vuskovic, Sarah Snowden

Absent: Mona Danner, Luisa Igloria, Robert Ratzlaff, Sylvia Hudgins, Ghaith Rabadi, Laurel Garzon, Richardean Benjamin, Martha Walker

Welcome/Introductions

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

Approval of May 21, 2009 Minutes

Minutes approved

Updates/Announcements- P. Langlais

Dr. Langlais indicated that there were many questions about the status of graduate studies and he could only provide responses to where we are at this time.

- He began with an overview of the Council of Graduate Schools Consultant Report
 - Create a Graduate School or Graduate College and its leader the status of dean and provide this unit with the responsibility, authority and resources to provide strong leadership, academic oversight, student support, and student services.
 - Create a robust Graduate Council, with significant faculty representation and working subcommittees that is chaired by and advisory to the graduate dean. Consider adding representatives from the graduate student body and the library to this council.
 - Strongly encouraged President/ and or Provost to appoint a distinguished Task Force to consider issues and recommendations and to formulate an implementation plan for addressing them.
- There was a discussion at the Provost Council following the review of the report by the Provost and Deans.
 - The Provost and Deans rejected the review by the recommendation to create a Graduate School or College and instead recommended the creation of graduate schools within each colleges. The Provost office would have oversight and be responsible for assuring that colleges were meeting their responsibilities and were accountable for assessing, reporting and evaluating measures of quality, viability, capacity and resource utilization.

- Provost Retreat: Minutes provided to GAC members; Provost overall summary of retreat is that there is consensus to the following:
 - The University should explore the development of individual graduate schools. The straw man proposal for decentralization developed by Philip Langlais should be reviewed, revised and used by an ad hoc committee in each college to move in this direction.
 - Suggested that colleges should be responsible for determining the statistics and data needed to assess quality, viability and productivity. Going into SACS reaffirmation we must have evidence of the process to monitor quality and make improvements.
 - GPD responsibilities need to be reviewed and the colleges, gpd's, faculty and the Faculty Senate should be engaged in the discussion
 - Some staff from the Office of Graduate Studies would be assigned to Colleges-Note Dr. Langlais indicated the intent was to move them to other "administrative units". He stated the Provost has already requested that one of OGS staff be reassigned to IRA. Discussions are underway to move a second staff member to another administrative unit.
- Statements by Provost at recent Strategic Plan Open Forum have re-affirmed her ongoing discussions with the deans relative to moving the level of accountability and reporting of graduate program quality, productivity and viability to the colleges. The Provost office would audit to ensure compliance and use college generated reports to make decisions on the allocation of resources.
- Members asked if the CGS consultant report and the minutes of the Provost Retreat on Graduate Education were available. Dr. Langlais responded that the minutes of the retreat were on the Academic Affairs home page (<http://www.odu.edu/ao/affairs/provostcouncil/memosagendas/provcouncoretreat082509.pdf>) but was not certain if the CGS Consultant report was posted. He recommended that Council members ask their deans who were given a copy of the report. Robert Wojtowicz said that this report has been posted. Dr. Langlais said the CGS report contained a SWAT analysis of strengths and weaknesses of the University and made recommendations on ways to address their SWAT analyses particularly regarding administration.
- *Budgets Cuts* – approximate cumulative 15% reduction in state funds effective this AY or approximately \$11-12M; stimulus funds and some reserve funds will be used to offset these cuts for AY09-10 and 10-11; however, in AY11-12 these other funds will probably not be available and we will be faced with hard decisions. An annual 6% increase in tuition is under consideration as an offset to the base budget cuts but no one knows if or when such tuition increases will be imposed.
- *SACS Reaffirmation* – On site peer review by SACS team will take place in Feb-April 2012; Report of site team will be reviewed by the Commission on Colleges at its annual meeting in December 2012. Currently we are putting together a Reaffirmation Steering Committee, a Quality Enhancement Planning Committee and a Readiness Audit Team. Marty is searching for nominations for these committees. Dr. Langlais asked the GAC members to volunteer or talk to other faculty members about joining these committees.

- *Graduate Program Review Cycle* – The Provost has charged each dean with constructing a 5 year schedule for completing an external review of all graduate programs in their respective colleges. Deans will consult with chairs and gpds to determine the specific programs and at what degree level the review should be conducted. The schedule is to immediately start the self-study of programs designated for review in year 1 of the five year cycle. Robert Wojtowicz commented that his department paid between \$3-4,000 for this type of review and wondered how the college would finance these reviews. Dr. Langlais recommended that each member speak to her/his dean and department chair about the development of appropriate review and schedule for their department and college. When asked if all colleges need to be completed in 5 years, Dr. Langlais indicated that each program was different, some requiring specialized periodic re-accreditation that would fulfill the purpose, others have multiple tracks and degree levels. The faculty and deans will determine the best method and schedule to complete a thorough review.
- *S5 SCHEV Funds* – New sub-object codes, i.e., 4122 (TA) and 4123 (RA) and separate accounts have been established to completely segregate these SCHEV funds from all other sources of funds used to pay assistantships and fellowships.
- *Modeling and Simulation*: Dr. Langlais indicated there is discussion on establishing a department of Modeling and Simulation. Since it is an interdisciplinary program many of the details of the structure of the department and the appointment of faculty still need to worked out.
- *Graduate Administration Workshop-10/15; 10/21*: Dr. Lewis announced that the workshops were being held on October 15 and 21 in Webb Center. She indicated that the topics being covered were only those for which OGS had responsibility and that other units that support graduate education e.g. admissions, ISSS, Financial Aid etc. will offer their own workshops.
- *GTAI Institute, Graduate Student Orientation*: Provost and Deans have agreed to change this format. Dr. Langlais has submitted a proposal to establish a more comprehensive, year long training program for our TAs based on best practices. At a recent Provost Council the deans and provost approved the recommendation that the Associate Deans of each college take responsibility for organizing the GTAI-Institute and New Graduate Student Orientation effective FA10 semester. They would be work as a group to implement a more comprehensive and integrated TA training program using the information provided in the Vice Provost proposal.

Catalog Issues

- Dr. Lewis reviewed the status of policies that GAC had worked on 2008-09 AY. She also announced that the 2009-10 Graduate Catalog is available online and that she is currently working on the 2010-11 version.

Work for GAC for 2009-10

- *Graduate Appeals Committee:* Looking for a member from Committee C to join the Graduate Appeals Committee; possibly Pat Pleban.
- *Dissertation / Thesis Guide:* Dr. Langlais was hoping that he would be given permission to use Stimulus Funds to complete the revisions suggested by the GAC task force.
- *Advising and Annual Evaluation of Graduate Students & Tracking and Benchmarking of Student Progress:* Dr. Langlais indicated the graduate programs need to prepare for the SAC's visit and will review our process for advising and for the tracking and bench marking of student progress. SAC's will look for written documentation to support the evaluation of each student.
- *Graduate Program Web-sites:* Dr. Langlais requested that this year we work toward improving the organization and content of all of our graduate program website.
- *Minority Recruitment Strategies:* This issue brought forward by College of Sciences regarding developing strategies for minority recruitment and retention.