

**Graduate Administrators Council (GAC)**  
**Minutes of Thursday, October 21, 2010**  
**Koch Hall Board Room**  
**8:30-10:00 a.m.**

Attending: Brenda Neumon Lewis, Chair, Sarah Snowden, Robert Wojtowicz, Mona Danner, Christopher Osgood, Mike Overstreet, David Selover, Osman Akan, Isao Ishibashi, Martha Walker, Dennis Gregory, Mary Swartz

Guests: Jenny Foss

**Approval of October 7, 2010 Minutes**

- Minutes were approved.

**Announcements/Updates- B. Lewis**

PFF- Preparing Future Faculty

- Dr. Lewis announced that Dr. Elaine Justice, who is the Chair for Preparing Future Faculty, will have a workshop, November 12, 2010, 12:00-2:00 in the James/Lynnhaven Room of Webb Center on, “Ethical Dilemmas in Teaching: Making the Close Calls in the Classroom.” She asked Council to encourage their students to attend.

Update on Graduate Administrators Workshop

- Dr. Lewis stated that the Office of Graduate Studies sponsored the Graduate Administrators Workshop on Tuesday, October 19, 2010. The workshop was successful and covered graduate policies and procedures, the RCR Policy and the Degree Works System. She also indicated that in November there will be a brownbag meeting with the GPD’s to continue discussing graduate issues.

Development of 2011-12 Graduate Catalog

- Dr. Lewis stated that Associate Deans have received their college sections of the graduate catalog and attached letter with deadlines. She reminded the Associate Deans to return the college section to her by the deadline. She indicated that Mary Swartz has gotten the Provost’s approval to purchase a catalog management system called “Course Leaf.” Mary Swartz described the program to Council. She indicated it will allow for continuous updating of catalog information and lessen the time to develop and maintain the catalog, and that training will be available for the new program.

Graduate Faculty Certification

- Dr. Lewis stated that Sarah Snowden has been working on updating the Office of Graduate Studies website. She asked each Associate Dean to forward her the college faculty certification policy and the website where the faculty certification policy can be located.

Article on Student Suit

- Dr. Lewis stated that Provost Simpson wanted all GPD’s to receive the article regarding a doctoral student suing after failing the candidacy exam. Dr. Lewis reminded Council to

adhere to all policies and procedures when working with graduate students who request accommodations. She also indicated that each college should adhere to technical standards. There was a lively discussion on the use of technical standards in each college and requirements. Dr. Lewis indicated she would invite Kate Broderick to attend a Council meeting to discuss technical standards.

#### Update on Faculty Senate

- Dr. Dennis Gregory gave a brief overview of the recent Faculty Senate meeting. He stated that several policies passed without discussion. He stated that the senate approved the recommendation to change the function of the Graduate Appeals Committee. He further stated that there were some concerns regarding the plans for salary compensation for summer school.

#### **Discussion on use of 500, 600, 700/800 Course Designations-O. Akan**

- Dr. Akan shared the information that he, Drs. Osgood and Wojtowicz received from the Colleges regarding the use of the 500, 600, 700/800 courses. Dr. Osman stated that the sub-committee checked with Institutional Research and Assessment (IRA) to see how the level of courses are counted toward FTE generation. He noted that there are similar and different ways the courses are used in each college. He indicated that IRA indicated that 500 and 600 level courses are masters and 700/800 course are counted as doctoral courses.
- There was a detailed discussion with suggestions to adjust the course designations.
- Dr. Lewis recommended Council to review the changes made to the policy and to have their college GPD's review the recommended language. The recommended revision will be sent to Committee C for review as well.

#### **Discussion on status of Student Health Insurance- J. Foss**

- Ms. Jenny Foss, Director of the University Health Center, gave a brief overview of the history of efforts to provide student health insurance. She also stated that she will be meeting with a consultant to assist the University in the matter. She described the strategy of other Commonwealth colleges and universities who provide student health insurance. She discussed the pros and cons of student mandatory health insurance.
- There was a lively discussion on the value of health insurance for graduate students. Several Council members indicated that they had lost prospective students to other universities that offered health insurance as a part of the support package. The question was raised as to how Council could support Ms. Foss in her efforts. She stated that the only way the university could get an affordable plan would be to make it mandatory and she asked the Council members to support that. She indicated that she would keep the Council involved when the consultant is brought to campus.

Meeting Adjourned at 9:56