

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, October 25, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Ali Ardalan, Richardean Benjamin, Joanne Scheibman, Osman Akan, Chris Osgood, Robert Wojtowicz, Isao Ishibashi, Carolyn Rutledge, Mary Swartz, Sharon Judge, Bill Heffelfinger

Guest Speaker: Ms. Debra May, Financial Aid Office

**Approval of October 11, 2012 Minutes**

- Minutes were approved as submitted.

**Announcements/Updates**

- Doctoral Mentoring Award – Dr. Lewis reminded Council members that the Doctoral Mentoring Award policy had been finalized so they should be moving ahead with the award process within their respective colleges.
- The Graduate Administrators Workshop was held on October 10, 2012. Dr. Lewis reported there was a good turnout and that the evaluations were very positive.
- The Graduate Student Organization CV Writing Workshop was held on Friday, October 19, 2012. Dr. Lewis reported the workshop was very successful. About 51 people attended. The general presentation was conducted by Dr. Shelly Rodrigo, then the participants broke into groups based on their respective colleges for more detailed assistance with their specific CV's. Students indicated they were pleased with the event.
- SCHEV Program Proposal Training – November 8 and November 9, 2012. Dr. Lewis stated that Dr. Monica Osei from SCHEV will be conducting a workshop on campus about preparing new degree program proposals for submission to SCHEV. ODU is the host school and the workshop will be attended by individuals (from each of the public schools in Virginia) that act as liaisons between their colleges and SCHEV.
- Dr. Lewis informed Council that the Master's and Doctoral Graduate Reception will be held on December 12, 2012 at the Art Gallery on Monarch Way. More information will be forth coming.

**Graduate Financial Aid – Ms. Debra May**

- Debra May gave Council an overview of the Financial Aid process for graduate students. The process is basically the same for graduates and undergraduates. Graduate students complete the FAFSA form in January and they can be awarded as early as late March or early April.
- Ms. May also advised that the financial aid students receive cannot exceed their cost of attendance. Scholarships, fellowships, and tuition waivers all reduce the amount a student is eligible for in federal loans. Ms. May also requested that a clear notation be included in all award letters from the departments that are given to students advising them that their student loans may be affected. Late tuition waivers can be a problem for the Financial Aid Office. Ms. May asked that tuition waivers be submitted earlier so that there is less impact to the student.

July – Fall Semester

Early December – Spring Semester  
March – Summer Semester

- For this year, the cost of attendance for an out-of-state graduate student is \$35,800, if they are full-time. The cost of attendance for an in-state graduate student is \$22,126.
- Assistantships stipends do not count against financial aid because it is pay for work.
- Waivers are posted by Accounts Receivable. Scholarships and fellowships are posted by Debra May.
- Ms. May advised that graduate students are now only eligible for unsubsidized loans.
- Students receiving financial aid must demonstrate they are making satisfactory academic progress which means they have successfully completed 80% of the courses attempted and they have a 3.0 GPA. Students who are not making satisfactory academic progress can appeal for continued financial aid through their academic advisors.
- The maximum amount of financial aid a student can receive is \$138,500. This includes undergraduate and graduate aid.
- It is important to complete the ABD memos and submit them to Debra May in Financial Aid and to the Registrar's Office. The ABD form will be updated so that Financial Aid receives a copy.
- Veteran's benefits are also counted toward financial aid and can reduce the loan amount.
- Dr. Lewis recapped Ms. May's presentation by stating that we need to make sure that our award letters advise students of the possible reduction in financial aid, we need to make sure this information is communicated to GPD's and faculty, and she plans to also add this to New Student Orientation. GAC will meet to develop consistent language for the letters.

**Faculty/Staff Parking for Graduate Assistants**

- Dr. Lewis advised that parking is still an issue of concern for the Graduate Student Organization. They would like all graduate assistants to be able to purchase Faculty/Staff parking permits. Currently, Faculty/Staff passes are granted if the department sends a letter to Parking Services and some departments will not agree to this. Also, the Parking Services policy applies only to PhD candidates that are teaching. Master's level students and Research Assistants are not included. The GSO would like language more inclusive of graduate students on all types of assistantships and that there be consensus across colleges in how the policy is applied.
- Concern was expressed about the number of Graduate Assistants and how that might reduce the availability of spaces for faculty.
- Council recommended that we ask someone from Parking Services to come to a meeting to discuss the situation and possible options.

**ABT – 1 credit for Full-time Master's Students in their last semester**

- Dr. Lewis said that she has talked to Jim Duffy and Provost Simpson. At this point, she needs to formalize the proposal so it can move forward. Once it is formalized, it will be given to the Provost and presented at Provost's Council.

**Graduate Certificates**

- Dr. Lewis distributed to each Associate Dean a listing of the certificates within their colleges. She asked each Associate Dean to review and update the information and return to her by November 16. The packets will be distributed electronically.

**Additional Topics**

- Dr. Ishibashi requested further discussion on the issue of continuous enrollment for PhD students during the summer semester.
- Bill Heffelfinger advised that a new Executive Director of Admissions has been hired. His name is Dr. Christopher Fleming and he was most recently the Director of Admissions at Texas A&M Corpus Christi.

Meeting adjourned at 9:58 am.