

Graduate Administrators' Council (GAC)
Minutes for Thursday, October 2, 2014
Koch Hall Board Room
9:00 am to 10:30 am

Attendees: Robert Wojtowicz, Chair, Mary Swartz, David Selover, Bryan Porter, Richardean Benjamin, David Earnest, Andres Sousa-Posa, Ravi Mukkamala, Bill Heffelfinger, Bonnie Van Lunen, Kevin DePew, Missy Barber, Raleta Summers

Approval of September 11, 2014 Minutes

- Dr. Porter requested that minutes be distributed sooner than the day before the Graduate Administrators' Council meetings so that there was more time to review them. Dr. Wojtowicz said we would try to accommodate his request in the future.
- The minutes were approved as presented.

Announcements

- Dr. Wojtowicz informed Council that the 4+1 Information session was a tremendous success. There was a variety of students from all colleges with a wide distribution of majors and all levels from freshmen to seniors. He stated that it was important to inform all CDAs and GPDs about this program. Also, there were questions from students that did not have 4+1 as an option, especially in Education and in Sciences. He said that this option should be considered if it makes sense within the department to do so. To implement a 4+1 program, a curricular change form would need to be submitted. Dr. Wojtowicz mentioned that these students were excited to learn more about this option and it is important to hold on to and cultivate their enthusiasm.
- Approval of Program Actions – Dr. Wojtowicz referred to the handout that Dr. Payne provided and specifically referred to the Common Core Requirements for umbrella programs. Dr. Wojtowicz pointed out that we have several umbrella degrees and that we need to be in compliance with the common core requirements. He said that for the short term, departments should be looking at making sure the curriculums are in compliance. For the long term, we need to evaluate whether or not some programs should go out on their own.

Dr. Sousa-Posa expressed concern about the ramifications of submitting requests for several spin-off degrees at the same time. Dr. Wojtowicz said that the programs should be done in phases, with the strongest programs being submitted first, then the others could be pushed through in subsequent years.

Dr. Sousa-Posa asked about a time frame for compliance for the short term goal. Dr. Wojtowicz said that it hasn't been determined yet and he would let him know.

There was some discussion about adhering to the 25% requirement for PhD programs from Sciences and Arts & Letters. Dr. Wojtowicz will check on what percentage is required for Bachelor's to PhD programs.

Dr. Sousa-Posa asked who the expert would be regarding all things SCHEV. Dr. Wojtowicz said that Jeanie Kline is the best contact person for SCHEV now, though Brian Payne has the most contact with them. He also pointed out that as discussions

evolve, we will need someone that is an expert, and we will get a better handle of what is going on.

Dr. Wojtowicz advised that the goal for this year is just to work on cleaning up recruitment materials and websites so they accurately reflect current degrees. SCHEV wants that fixed first. The other cleanup will take a few years to work out.

- Reminder regarding 600 and 700/800 level research course numbers – Dr. Wojtowicz asked for all colleges to make sure that they schedule 600 and 700/800 level research courses. It is important that Master's students are registered for Master's level research credits. Mary Swartz suggested that research credit courses could be set up so that only Master's level students could register for Master's level courses and the same for doctoral level students.
- Certificates for the GTAI Institute – Dr. Wojtowicz reminded Council that students that complete the GTAI Institute are to be awarded certificates of completion from the colleges. He was approached by a student that had not received one and she needed it to complete a requirement for the Preparing Future Faculty (PFF) program.

Dr. Wojtowicz proposed that the Office of Graduate Studies coordinate the day two activities for the GTAI Institute. After a short discussion, it was agreed that we would pilot bringing it back with the January 2015 GTAI Institute.

- Dr. Wojtowicz mentioned the CourseLeaf deadline and upcoming CIM training scheduled for Friday, October 3, 2014.
- Graduate Administration Workshop – Dr. Wojtowicz reminded everyone of the upcoming workshop on Friday, October 31, 2014. He also asked for two volunteers to assist with a 30 minute panel to discuss challenges facing new GPDs. Please let Dr. Wojtowicz or Missy Barber know if you would like to participate or if you have a recommendation of someone who would like to participate.
- Dr. Wojtowicz reminded Council about the CSGS Master's Thesis Awards deadline. Missy will resend the announcement.
- Dr. Wojtowicz announced the Advanced Degree Reception to be held at the Alumni Center on December 10. The program will include presentations from two students, preferably one Master's and one doctoral, and one international and one domestic student. He said the two students at the May luncheon were from the College of Business and the College of Arts & Letters. Each student would be asked to give a five minute biographical speech. Please let him know as soon as possible if you have recommendations for students to participate. He would like to let Alumni Relations know who they will be no later than November 1.

Change of Status Form

- Dr. Wojtowicz said that departments were using the Change of Status forms to change students from PhD to Master's or PhD to non-degree and the requests were being made without any justification. He suggested that either the Change of Status form be modified to include a section where a justification would need to be provided and/or we create a new form for separation from a program that would require a rationale. *(This issue should be reviewed by the Forms subcommittee.)*

Criteria for ABD Status

- Dr. Wojtowicz advised Council that the ABD policy in place now has a special exemption for the College of Engineering. The College of Engineering would like to now be in alignment with the other colleges. There was some discussion about the advancement to ABD status and it was determined that there is a bit of variety in how the policy has been enforced. Dr. Wojtowicz suggested that a student be considered ABD when they have met the following criteria: 1. Passed the candidacy exam, 2. Filed a working dissertation proposal, and 3. Advisor/Director is set. Dr. Sousa-Posa said his objective is to help students graduate when they have completed 48 credit hours.

Online Thesis and Dissertation Submission

- Dr. Wojtowicz advised Council that now is a good time to move forward with the online process of submitting theses and dissertations. He said that over the next few weeks he will be asking for volunteers to serve on a sub-committee to investigate implementation of this process.

Volunteers for Sub-Committees

- In addition to the Online Thesis and Dissertation Submission sub-committee, Dr. Wojtowicz said that he is also creating a Forms and Policy sub-committee and a Program Review process sub-committee. Please let either Missy or Dr. Wojtowicz know as soon as possible if you would like to volunteer to participate on a sub-committee.