

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

Attendees: Robert Wojtowicz, Chair, Mary Swartz, Richardean Benjamin, David Selover, Bryan Porter, David Earnest, Ali Ardalan, Bill Heffelfinger, Gail Dickinson, Tim Grothaus, Jane Dane, Shirshak Dhali, Kevin DePew, Missy Barber

Guest: Adam Rubenstein

Approval of October 30, 2014 Minutes

- The minutes were approved as presented.

IRBNet – Adam Rubenstein

- Dr. Rubenstein gave a presentation on the new IRBNet. IRBNet is an online tool for managing and tracking research projects at ODU.
- Dr. Rubenstein said that there has been outreach to faculty in the form of presentations for IRBNet; however, graduate students have not been contacted because he is waiting for CITI to set up training.
- Dr. Rubenstein identified the resources available with the program. It has links to calendars for major committees, except for the college committees and links to policies and procedures. Also, there are training videos that are very well done that help to navigate the program.
- Dr. Rubenstein advised that anyone at the University can get an IRBNet account. It is designed as shared workspace for multiple investigators. Everything can be uploaded to the site and the faculty member can approve it online.
- Dr. Grothaus asked if the issue of students being able to submit projects without the faculty member's approval has been fixed. Dr. Rubenstein said that the students can still submit, however, the submission should be stopped by the Office of Research.
- Dr. Wojtowicz asked if the login was tied to Midas. Dr. Rubenstein said no, but it is something they are looking into implementing at a later date.
- Dr. Rubenstein said that the program allows for the graduate student to communicate with the advisor by providing a mechanism to send messages. The Office of Research cannot see any information about the research project until it is submitted. They have loaded the projects for the past year into the system. As long as a student's advisor has an IRBNet account, the student can select the advisor from a drop down menu and then the advisor will have full access to the project.
- Dr. Rubenstein shared that the program is available to colleges and that the Colleges of Education, Engineering, and Health Sciences were already using the system.
- Dr. Ardalan asked how a student would know if their submission is successful. Dr. Rubenstein said that the student would get an acknowledgement via email. Subsequently, the student would also be notified if it was approved or in need of revision.
- Dr. Rubenstein said that the program is user friendly and the upload process is similar to uploading a document to email. The Office of Research is available to provide technical assistance when needed. The system is also set up to send announcements about the expiration of the one year period of approval.

- Dr. Rubenstein said that he is available to the colleges for outreach. He will meet with the faculty or students. Let him know if you are interested and he will set it up.

University Website Discussion – David Selover

- Dr. Selover expressed concern about the website and the impact it has on our ability to attract students. He suggested that colleges should focus on improving their websites. Also, he showed some examples of the different webpages and the variety that is currently on the ODU website.
- There was further discussion about how to get information on the website updated. Each college has a website coordinator that can update content. There is a list on the website that identifies the department, the Web Communications liaison, the web content owner, and the web content manager(s).
- It was also mentioned that the directory information is often incomplete or not up-to-date for faculty. Council was advised that faculty are responsible for doing their own updates to directory information through the FAS system.
- Bill Heffelfinger recommended that departments should take a look at other pages and identify options that could be used to improve their own site, and then get with their web content manager and web liaison to get the page updated.
- The new process for uploading documents to Adobe CQ was also mentioned. Content managers can elect to have access to upload documents to the website. Web Communications will still provide oversight of the process.

Announcements

- Graduate Administration Workshop will be October 31. Dr. Wojtowicz suggested Council encourage GPDs to attend the workshop.
- Dr. Wojtowicz advised that there was a new graduate faculty teaching award that will be presented in the spring. The Provost's Office is responsible for the selection process for that award.
- Doctoral Mentoring Award – The Forms & Policy subcommittee will review this policy for possible revisions and update the deadlines for 2015.
- Degree Program Inventory – Dr. Wojtowicz advised that he has been working on a degree program inventory based on what is in the catalog and on the SCHEV website. As a result, there will be some website and catalog cleanup. Jane Dane asked if the inventory was final, because if so, her office needs to have it for communications. Dr. Wojtowicz will send final inventory listing.

Dr. Dhali asked about spin-off programs that would need to go to SCHEV. Dr. Wojtowicz advised that colleges should look at the programs where the numbers are healthiest and move forward with proposals for those programs. He said it will be a multi-year process.

Dr. Dickinson shared that the Council of GPDs in her college was excited to have the opportunity to move away from the umbrella programs.

- Tuition Waivers – the Office of Finance and Academic Affairs have been conferring about managing tuition waivers. It is suggested that when grants are proposed that there be funds built in to the grants that would help alleviate the use of E&G funds.

Minimum GPA for Students in Certificate Programs

- Dr. Wojtowicz said that the Forms & Policies committee will review this issue.

Certification of Faculty for Faculty Instruction

- Dr. Wojtowicz advised Council that the Provost would like a more centralized process for certification of faculty for faculty instruction. He will keep Council advised about changes to the process. SACS requires that the original certification document be maintained by the colleges. That requirement will not change.

Subcommittee Reports

- **Program Review Committee** – The plans to make recommendations by mid-spring. They are looking at policies and procedures and revising guidelines. Some issues discussed were as follows:
 - Who should have responsibility for drafting the document?
 - What is the optimal number of external reviewers?
 - Should there be an ODU faculty member on the external committee?
 - Final report of program review process.
- **Electronic Theses and Dissertations Subcommittee** – Dr. Porter shared that everyone on the committee supported the move to electronic theses and dissertations. In the meeting, they discussed logistics, identifying departments to pilot the program, possible limited implementation for spring, and the cost savings to students. Kevin DePew asked about a multi-modal option. Dr. Porter advised that they were looking at both. However, they want to start simple and see if it works at a basic level before moving forward with something more complex.
- **Forms & Policies** – Dr. Wojtowicz presented the proposed advancement to candidacy policy and D9 – Advancement to Candidacy form and the proposed M2/D3 forms for Council to review. The G2 – Change of Status form was also discussed. This form will be reviewed by the committee in conjunction with the proposal of a graduate separation policy.

The proposed Advancement to Candidacy policy was discussed by Council and suggestions were made for changes. The Forms & Policies committee will update the policy language as suggested and bring back to Council for review.

The proposed M2/D3 forms were also reviewed and it was suggested that the forms be updated to include the GPD's initials.