

Graduate Administrators Council (GAC) Minutes
Tuesday, November 3, 2009
Koch Hall Board Room
9:00-10:30

Attending: Philip Langlais, Chair; Brenda Neumon Lewis; Sarah Snowden; Robert Wojtowicz; Mona Danner; Danica Hays; Sharon Judge; Chris Osgood; Mike Overstreet; Martha Walker; Ali Ardalan; David Selover; Osman Akan; Isao Ishibashi; Richardean Benjamin; Patricia Pleban

Welcome/Introductions

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

Approval of October 20, 2009 Minutes

Minutes approved with correction under Health Insurance Issue-International Students, second bullet change (*several emails from Deans to... several communications from a Dean*).

Updates/Announcements- P. Langlais

Graduate Assistantship Forms on Web

- Dr. Langlais announced that the graduate assistantship form is on the E1S Processing and Graduate Studies websites.
- Dr. Osgood mentioned that he has the evaluation forms for GTA's used in the College of Sciences. Dr. Lewis indicated the GAC had worked previously on a set of forms to use with Graduate Assistants and will post these forms on the Graduate Studies website as well as send an electronic copy to the members of the Council. Dr. Langlais indicated he thought the forms that GAC created were just to be used with GAA's. Dr. Wojtowicz indicated that they had been designed for any student who had an assistantship regardless of whether it was a GTA, RA or GAA.

VCGS Graduate Research Forum, Nominations due Jan. 8, 2010

- Dr. Lewis stated that the fifth Annual Graduate Research Forum will be on February 10, 2010. She indicated she wanted to take 6 students as ODU representatives. She asked the members of Council to begin to think about strong students to nominate. She will also send out requirements to college for nominations.

Health Insurance Issue-International Students- P. Langlais

- Dr. Langlais gave an update on the health insurance issue. He informed the Council that there are 96 international students with spouses or spouses and children. He indicated that it was agreed at the meeting that the best approach would be to ask Aetna for some flexibility in enforcing for the enrollment of spouses and children of international students. Scott Harrison has informed Dr. Langlais that he had scheduled a meeting to meet with Aetna's representative and would ask that international students with

dependents and spouses be allowed to continue enrollment in another insurance until the term of that policy expired. This would solve the short term-problem but next year current and new students would have to comply with the Aetna agreement.

The Aetna contract is one year so the terms for the next year need to be addressed as well. Dr. Langlais stated that Scott indicated he did not have an alternate solution if Aetna did not agree to this request.

Thesis/dissertation Data Publication Agreement- R. Wojtowicz

- Dr. Wojtowicz indicated that Committee C was making recommendations on the thesis/dissertation data publication agreement and he thought GAC should have input before it is finalized.
- There was a lengthy discussion about the use of the document and whether it was needed.
- Dr. Pleban agreed that GAC should provide input before it is finalized and gave an overview of the expected schedule for Committee C on this issue. She indicated that the RCR proposal and the Agreement would not be discussed simultaneously so there was still time to get feedback on this document.
- Concern was expressed about the title of the document suggesting that “Agreement” was too formal. Dr. Wojtowicz suggested changing the title to “Memorandum of Understanding.” Several members of Council said they liked that title better. “Guidelines” was another suggested title.
- Dr. Langlais suggested that each GAC member should take this information back to their GPD’s who in turn should provide their comments and recommendations directly to Committee C.
- Dr. Pleban would like to have the feedback by **Friday, November 13**.
- Sarah Snowden will email all GAC members the Recommendations for an Institutional RCR Training Program document.

Graduate Program Websites- P. Langlais

- Dr. Langlais discussed the importance of an informative and easy to access website in attracting high quality students and potential faculty. Dr. Langlais instructed a graduate assistant in the Office of Graduate Studies to review each ODU graduate program’s website to determine if it included the content areas and items identified from several aspiration universities. The graduate student compiled the observations onto an excel spreadsheet which was distributed to the committee. Dr. Langlais commented that using this content template, there appears to be considerable variability in content within and across colleges. He asked each Assoc. Dean to distribute this spreadsheet to each of the departments and ask that they review the information for accuracy and to consider updating and improving content where needed.

- He also reported that graduate program websites were recently discussed at an Enrollment Management Retreat and that the importance of their use in marketing and recruitment was emphasized. At that retreat President Broderick suggested that Jennifer Mullen could submit a request for funds to help the colleges improve their websites. Dr. Langlais suggested that the Associate Deans and GPD's should talk to Jennifer Mullen and Rusty Waterfield about their college needs in upgrading their websites and to participate in helping submit a proposal for funding.

Graduate Appeals Committee Recommendations- B. Lewis

- Dr. Lewis followed up on the topic with issues raised at the previous meeting.
- Dr. Lewis stated that the Graduate Appeals Committee has agreed to change the wording of the statement regarding the poor language and will make a general statement regarding the quality of the letter. The Grad Appeal Committee rescinded its recommendation to require students to wait before applying for reinstatement. Dr. Lewis indicated she would make the changes and bring the recommendations back for GAC's approval before it is forwarded to the Provost's Council.

Discussion on Minority Recruitment Strategies- B. Lewis

- Dr. Lewis asked the Council whether it wanted to address the issue of minority recruitment as part of the work of GAC for this academic year. There was additional discussion about the McNair Report and how the graduate programs could use it to assist in minority recruitment.
- Dr. Osgood indicated that the institution use to participate in this program and received scholarship funds when a McNair Scholar was recruited. Dr. Langlais was fairly certain that ODU would need to submit a formal proposal for re-establishing a McNair TRIO program at ODU. Dr. Langlais suggested that we need to contact U.S. Dept. of Education, McNair Scholarship Program to determine what is required to reactivate the ODU chapter. Dr. Osgood said he would investigate this and bring the information back to the next GAC meeting.

Meeting Adjourned at 10:30