

GRADUATE ADMINISTRATORS' COUNCIL MEETING

Thursday, November 12, 2020

via Zoom Meeting ID: <https://odu.zoom.us/j/91900910678?from=addon>

Attendees: Robert Wojtowicz, Bryan Porter, Missy Barber, Genny Conwell, Bill Heffelfinger, Craig Bayse, Dale Miller, David Chapman, Jane Dane, Karen Eck, Khan Iftekharuddin, Lamar Reams, Tisha Paredes, Wie Yusuf, Humberto Portellez, Miltos Kotinis, Robert Bruno, Regina Karp, Paul Currant, Matthew Schmidt, and Linda Bol.

Welcome

Robert Wojtowicz greeted council members.

Graduate Admissions: Jane Dane provided a report on graduate enrollments. Headcounts are up by 16% and FTEs are up by 10% and detailed reports were emailed. She expressed her appreciation of the increased enrollment numbers for the University and graduate students as a whole. She provided a National Comparison report of Universities. Robert Wojtowicz will send the excel spreadsheet to the Council members. She also reported that online course worked for ODU graduate and undergraduate students. Enrollments started earlier this year and spring 2021 registrations look strong. It was reported the non-degree enrollments decreased. This may be due to the GRE being waived and students now having the opportunity to apply to a graduate program.

Bill Heffelfinger reported that some programs removed the GRE requirement. As a result, there was a significant increase of spring 2021 applications for these programs. He also reported that GRE tests are seen as barriers by many students and is a disadvantage for international students. He informed Council that he will present additional information and data on this topic during the Brown Bag series scheduled for Tuesday, November 17th.

Approval of Minutes

Minutes from the Thursday, October 8, 2020 meeting were approved.

Announcements

- **Awards Deadlines for 2020 - 2021:**
 - Doctoral Mentoring Award
 - Excellence in Graduate Teaching Award
 - Outstanding Graduate Teaching Assistant Awards (Classroom & Laboratory)
- **Catalog & CourseLeaf Updates:** CIM is open for editing and Council was reminded that the important deadlines for the 2021-2022 were provided in the agenda. Catalog training will be provided in January 2021. Copies of the catalog is available for print from Colley Avenue Copies & Graphics.
- **New SREB Institutional Scholar Selected:** The Graduate School selected the next SREB Scholar out of four strong applicants.
- **3MT Practices/Schedule:** Bryan Porter announced that this year's competition is scheduled for February 11, 2021 and 18 students are interested in participating.

- **Brown Bag Series Event: GRExit!** - Bill Heffelfinger will provide a presentation on GRExit during the Brown Bag Series scheduled for Tuesday, November 17th from 12:20 pm – 1:20 pm.

Livestream Presentation for Graduate Research Achievement “Day”

- There will be a livestream presentation during Graduate Student Appreciation Week scheduled from April 5 – 9, 2021. Judging will take place on Thursday, April 8, 2021.

Forms & Policies Committee

Thesis/Dissertation Committee language for Research Center Faculty. Bryan Porter reminded Council of the decision to separate these policies and that they were approved last spring. The language for the Dissertation Committee policy was discussed first. This policy was changed to state that research faculty based in the University’s research centers may also serve in a role of chair when graduate certified at the appropriated level with a University department or school. They may also serve as chair when specifically designated by memoranda of understanding (MOU). It was agreed that research faculty would seek certification in their appropriate department to further clarify this. Robert Wojtowicz informed Council that the only MOU currently in place is between the Physics and Jefferson Labs. He also informed Council that most likely we will need to extend this MOU and establish some others, such as with NASA Langley.

Council was informed that the language in the Thesis Committee policy has the same edits as the Dissertation Committee policy. Bryan Porter asked if there were any concerns about the additions of the language. There was further discussion to provide clarification. Council agreed with the approved changes to both policies.

In addition to the above changes, Bryan Porter informed Council members that the requirement in the dissertation committee policy that states one of the three members must be from outside the student’s department/school at ODU remains, but that there were some questions raised about whether it was still necessary. This was the last opportunity for review of these changes by Council members before it is sent to Committee C. There was open discussion about the purpose of this requirement, resulting in non-department outside member requirement remaining in the policy.

Course Level Distribution and 3/5ths rule Updated for EdS degree Modification. Bryan Porter informed Council that the only change to the Credit-hour policy was the addition of the language “education specialist degree”. Robert Wojtowicz confirmed that this degree is 30 credits beyond a master’s degree. There was open discussion about the purpose and necessity of this policy and then a motion to approve was passed.

Multiple Degrees/Concentrations. Bryan Porter explained that each graduate degree must have a specified number of credits, that double dipping is not allowed, and that graduate students may pursue more than one concentration within a single degree. There was open discussion about this policy and a motion to approve was passed.

Credits from other, Conferred Degrees as Transfer Credits – SACSCOC. This policy will be distributed through email for review and approval.

RCR for Certificate Students. This policy will also be distributed through email for review and approval.

Awards' RFPs. There was a request to clarify the language for the calls to nomination and open discussion about the current process of selecting winners took place. After the open discussion, it was decided that each college would determine its own process and appoint a person to coordinate this. College materials would remain the same and the Dean would appoint a designee of each college for doctoral mentoring. A criteria requirement will also need to be added about past winners. The criteria for the Excellence of Graduate Teaching award will be updated with the above changes and the date for nominations due to the colleges will be changed to February 15th. Missy Barber will update these forms and email them to the Council members.

Next Meeting

The next Graduate Administrators' Council Meeting is scheduled for Thursday, December 10, 2020 from 8:30 am – 10:30 am.

Meeting adjourned.