

Graduate Administrators Council (GAC)

Minutes

Tuesday, November 17, 2009

Koch Hall Board Room

9:00 a.m. - 10:30 a.m.

Attending: Philip Langlais, Chair, Brenda Neumon Lewis, Robert Wojtowicz, Mona Danner, Danica Hayes, Sharon Judge, Chris Osgood, Mike Overstreet, Martha Walker, Ali Ardalan, David Selover, Osman Akan, Isao Ishibashi, Richardean Benjamin, Mary Swartz

Welcome/Introductions

Dr. Langlais introduced Mary Swartz as a new member of the GAC and each member introduced himself/herself to the group.

Minutes

The minutes were approved with no corrections.

Updates/Announcement

Dr. Lewis reminded the members of Council about the **Graduate Research Forum** to be held February 10, 2010. She asked Council members to note that she is requesting nominations by **December 18, 2009**, which is earlier than she had previously indicated.

Dr. Lewis stated that each college's Associate Dean should have received a copy of his/her section of the **Graduate Catalog** and the schedule for submission of corrections. She also stated that this year the College of Education would participate as a pilot to make all of its changes electronically via track changes. If this is successful, it is likely that the next time the catalog is revised this process will be used by all of the colleges.

Dr. Langlais gave an update on the **Health Insurance Issue with the International Students**. He indicated that it has been worked out with Aetna that students whose spouses are currently covered by another vendor may continue to keep this coverage throughout this academic year. These individuals have been

informed that next year they must abide by the requirements of the company with which the institution makes an agreement. In addition, all new students will be informed by ISSS, well in advance of them coming, of the insurance obligation for themselves, spouses and children.

Dr. Langlais indicated the **Thesis/Dissertation Agreement**, along with the Plagiarism Policy, has been separated from the full RCR Policy proposal and that he encourages the faculty to get their suggestions to Pat Pleban for discussion by Committee C. He also announced that the funding to revise the thesis/dissertation manual has been approved and he will be working with Dr. Wojtowicz to appoint the person who will be working on it.

Dr. Langlais announced that he would be stepping down from the Vice Provost position on June 8, 2010 to return to the Psychology Department faculty.

Dr. Martha Walker asked Dr. Langlais did he have any idea about the resources that would be available for the Colleges to implement a decentralized model for graduate education. Dr. Langlais indicated he did not. There was a lengthy discussion on this. Dr. Akan stated it would be helpful to him if he knew specifically what is done in the graduate studies office. Dr. Langlais indicated he would provide this information to the members of the Council. Dr. Wojtowicz indicated that his college had completed its plan and had recommended not to decentralize graduate education. He indicated that he would send copies of the document to the GAC members.

Approval of Graduate Appeals Committee Recommendations

Dr. Lewis distributed a revised copy of the recommendations made by the Graduate Appeals Committee. She asked the Council to review it to see if they had any changes before forwarding it to the Provost's Council. Mary Swartz made a recommendation about the wording of the statement about an Honor Code violation. She suggested the wording be changed to "is this suspension related to a current or previous honor code violation?" Dr. Lewis indicated that she would make the change. The recommendations were approved by Council and will go forward to Provost's Council for review.

Discussion of Minority Recruitments/McNair's Scholars Program

Dr. Chris Osgood gave an overview of the information he had found out about the McNair Scholars program. He indicated that from the web-site it seems that the institutions that are listed as participates are the ones which waive the admission application fees. He stated that he thought this action would not take a lot but would help ODU tap into a highly qualified group of students. Dr. Danner agreed we should waive our admission fees for McNair Scholars. There was further discussion about funding for these students. Dr. Langlais indicated that he thought that the Department of Education had previously given financial support to these students and if that still occurred we might go after some of this money to increase our fellowship resources. He indicated that he would get more information on the McNair's Scholars Program at the up-coming Council of Graduate Schools meeting. Dr. Akan suggested that the Educational Foundation could raise funds for the support of students. Dr. Wojtowicz agreed and suggested convincing the President and the Educational Foundation to set aside additional funds for assistantships. Dr. Akan said that he would talk with the development officer in his college about information on how we might do this. Dr. Osgood said he would follow-up on the process for ODU to be listed as a participating institution.

Revision of Graduate Forms

Dr. Langlais distributed the packet of graduate forms and indicated that they needed to be reviewed and up-dated in terms of content, signatory authority and function. Dr. Selover suggested that each GAC member take the packet and review it and bring back recommendations to the next GAC meeting. Dr. Danner indicated she would like to know what are the forms that are needed by the Registrar. Dr. Ardalan stated that he thought revisions should be system wide and in and on-going basis. Mary Swartz suggested figuring out what interactions GPD's are having with people in the Registrar's office and determine if it needs a form or could be accomplished by e-mail. Dr. Langlais stated he thought that there were two types of forms (1) Internal i.e. for use with the GPD and the student; and, (2) External, i.e. forms needed by the Registrar to benchmark

students progress. Dr. Wojtowicz stated that this task needed a subcommittee or it will never get done. He made this as a motion which was seconded by Dr. Akan and approved by Council. Dr. Langlais asked for volunteers to serve. The following individuals agreed to serve on the sub committee: Mary Swartz, chair, Robert Wojtowicz, David Selover and Isao Ishibashi. Dr. Lewis agreed to work with the committee.

Other

Dr. Selover asked how could the GPD's get graduate catalogs. Dr. Lewis informed him that there are no printed graduate catalogs. Dr. Langlais said that possibly this is another project to be covered by stimulus money. Dr. Lewis indicated she would see how much it would cost to copy a catalog for each GPD.

The meeting was adjourned at 10:30.