

**Graduate Administrators Council (GAC)**  
**Minutes of Thursday, November 18, 2010**  
**Koch Hall Board Room**  
**8:30-10:00 a.m.**

Attending: Brenda Neumon Lewis, Chair, Sarah Snowden, Robert Wojtowicz, Sharon Judge, Christopher Osgood, Mike Overstreet, Ali Ardalan, David Selover, Osman Akan, Isao Ishibashi, Martha Walker, Mary Swartz

Guests: Matthew Loesch

**Approval of November 4, 2010 Minutes**

- Minutes were approved.

**Announcements/Updates- B. Lewis**

Graduate Reception

- Dr. Lewis announced that the Alumni Association is sponsoring the Master's and Doctoral Graduate Reception for the class of December 2010 on Wednesday, December 15, at 5:30 in the Baron & Ellin Gordon Art Gallery. She encouraged Council to attend to recognize our graduate students. She stated that the Alumni Office handles all of the planning and that students, Deans and GPD's will receive an email invitation.

Call for Nomination for Doctoral Mentoring Award

- Dr. Lewis reminded Council of the Doctoral Mentoring Award and asked Council members to encourage faculty and students to participate.

Call for Nominations for the Graduate Research Forum

- Dr. Lewis reminded Council of the Graduate Research Forum on February 3, 2011. She indicated that she had not received many nominations and asked Council to remind GPD's to encourage students to submit proposals.

**GTAI Institute**

- Dr. Lewis reviewed with Council, the University level letter for those students attending the GTAI Institute. There was a minor change made to the letter. The letter will be sent to all Associate Deans so that they may add the College section and mail it to the new students entering in January.

**Return of Tuition Assistance Policy**

- Dr. Lewis stated that she has been reviewing many of the policies in the graduate catalog and thinks the Tuition Assistance Policy is not clear. Dr. Lewis stated that the issues lie with the language of the policy, and that no specific time period is given. She also questioned if the policy should refer to the language in the award letter and how the refunds should be handled when a student drops below the nine credits.

- There was a brief discussion about the policy. Council agreed it needed to be changed and suggested a small sub-committee be formed to address the issues: Dr. Osgood, Dr. Judge and Dr. Akan, agreed to review the policy and recommend changes to Council.

#### **Student Activity Distribution FY11**

- Dr. Lewis described what the Graduate Student Organization (GSO) has been working on this semester. She stated that the GSO was seeking to be reestablished as an organization separate from SGA. Currently, funding for all organizations is through SGA. Dr. Lewis shared the Student Activity Fee Distribution FY11 with Council. There was a brief discussion on ways to help graduate students receive allocations for funding and how to support organizations in each college. Dr. Wojtowicz pointed out that undergraduate research is beginning to get some attention and that the need to have graduate research funds and lack of graduate research resources still exists. Dr. Wojtowicz suggested GAC give the Provost an assessment of the impact of decentralization of graduate students and the colleges by the end of spring semester. Dr. Lewis indicated Council would begin this assessment in the spring.

#### **Graduate Student Association**

- Dr. Lewis introduced Matt Loesch, President of the Graduate Student Organization, to Council. Matt shared with the Council goals, projects, needs and the vision of GSO and how the organization will benefit ODU and graduate programs.

#### **Additional Topics**

- Dr. Lewis announced that the RCR information is on the Office of Research website and that a reminder to complete the CITI modules would be sent to all students who entered a graduate program in the fall 2010 semester.

Meeting Adjourned at 9:30