

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, November 13, 2014**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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Attendees: Robert Wojtowicz, Chair, Mary Swartz, David Selover, Shirshak Dhali, Kevin DePew, Bonnie Van Lunen, David Earnest, Ali Ardalan, Bill Heffelfinger, Bryan Porter, Brian Payne, Gail Dickinson, Andres Sousa-Poza, Tim Grothaus, Raleta Summers, Missy Barber

Guest: Jim Duffy, Vice President for Academic Affairs

**Approval of October 30, 2014 Minutes**

- Minutes were approved as submitted

**Review of University Waivers – Jim Duffy**

- Dr. Wojtowicz advised Council that the Budget Office did an audit of waivers in October after the EIS forms were processed and the audit revealed some concerns about the waiver budget. Students not on S5 or E&G funds, there was a \$900,000 deficit. Dr. Wojtowicz also said that faculty should be including the cost of the waiver for the student into the grant budget.
- Dr. Sousa-Poza asked if there were different models to address this issue. He said that if all of the costs for graduate students are added in to the grant request, they are more expensive than a research scientist.
- Dr. Dickinson said they have the same issue with GTAs. Adjunct faculty are cheaper. GTAs cost \$40,000 whereas an adjunct can be hired for \$3,000 to \$6,000.
- It was also discussed that fellowships or program specific scholarships should be coordinated through financial aid as a tuition grant rather than processed as a waiver. This is more of a housekeeping issue that needs to be done.
- Waiver money is real money in the budget, so they cannot be blanketly applied.
- Dr. Dhali asked what other Universities do. Changing the requests will impact research programs.
- Dr. Wojtowicz said that this will be an ongoing discussion. Dr. Payne suggested inviting Morris Foster to a Council meeting before the end of the semester.

**Announcements**

- Graduate Lunch & Learn – today at noon.
- CourseLeaf training – Friday, November 14 at 1:00 pm and 2:00 pm and Tuesday, November 18 at 12:30 pm, in BAL 1013C.
- CIM updates due by Friday, November 21, 2014 and Catalog text updates are due February 20, 2015.
- Advanced Degree Reception – Wednesday, December 10, 2014.

**Minimum GPA for Students in Certificate Programs**

- There is a policy that addresses the minimum GPA requirement for students in a certificate program. However, related to that, the Forms and Policies subcommittee will be looking at the current suspension policy and possibly a new separation policy.

## **Doctoral Mentoring Award Announcement**

- The dates on the announcement have been revised and any reference to the college level part of the process has been removed.
- Dr. Wojtowicz reminded Council that there is a new Graduate Teaching Award that will be administered by the Provost's Office.

## **Graduate Administration Workshop**

- Dr. Wojtowicz said that the Graduate Administration Workshop was a success. The evaluation summary was provided to Council. Dr. Wojtowicz also said that given the amount of information that needs to be shared, however, it has been decided that there will be Graduate Administration Workshop in the fall and spring semesters. He is considering a new graduate program director workshop as well.

## **Electronic Theses and Dissertations Committee**

- The Psychology Department is going to pilot the program. Council was provided a handout with information from Karen Vaughn in the Library. There is no cost to ODU to convert to electronic processing. However, there is an additional cost for open access and an additional cost to students that want additional hard copies of their theses or dissertations.
- The next step is to have a meeting with ProQuest. We can implement at any time.
- Cathleen Rhodes and Kevin DePew have been added to the committee.
- The committee will meet again before Thanksgiving.

## **Program Review Committee**

- Dr. Earnest reported that the committee met yesterday and reviewed the guidelines for the program review process. They will reorient the schedule of deadlines based on a fall/spring sequence with some flexibility. They will set itinerary for campus visits, making minor changes, so that they can see the physical space and meet with stakeholders and alumni. They also plan to align internal documents with CGS and make the alignment more explicit.
- Dr. Earnest said they were also looking at two questions.
  - How much comparative data should GPDs collect and provide to external referees?
  - Who should have responsibility for authoring the final report to the Provost? How do we allow for dissenting opinions?
- The committee addressed the following:
  - Should there be an internal to ODU person? This should be tested before committing.
  - The team should be limited to three unless the program is a straight to PhD program or the program has a lot of concentrations.
  - There should be a self-study committee rather than just the GPD.

## **Forms and Policies Committee**

- Dr. Sousa-Poza presented the revised Advancement to Candidacy policy to Council to approve. He provided background for revising the policy, stating that the purpose for revising the policy was to reduce tuition waivers and get students to candidacy as soon as

possible. Students do not have to have the full committee identified, just the chair. The chair can be identified in the first semester after coursework has been completed. In addition to the policy, a new Advancement to Candidacy form (D9) was proposed.

- Council approved the form and the policy as submitted.
- The Result of Master's Examination or Requirements (M2) and the Result of Doctoral Examination or Requirement (D3) forms were submitted to Council for review and approval. Council suggested changes to the forms.

### **GTAI Institute**

- Missy Barber advised Council that she will be sending out information on the revised process for the GTAI Institute and a draft of the invitation letter for their review. She also mentioned that a request for volunteers to serve as evaluators will be sent. Also, she will ask for volunteers for the TA panel.
- Ms. Barber also said that registration for the Institute is down compared to this time last year.

### **Waiver Discussion Continued**

- Brian Payne said that the VP for Research will be open to different models, i.e., reduced indirect costs. We do not pay indirect costs on tuition. Dr. Payne also said that they are more concerned with larger grants that could absorb the additional cost.
- Students in current grants would not be cut-off. There is no discussion of the waiver budget shrinking.
- Dr. Dhali said that they have started adding the cost of in-state tuition to grant proposals. He said that it is a start and will still allow programs to grow. He is concerned that people will be discouraged from applying for grants.
- Dr. Dickinson said that other entities on campus expect departments to pay for waivers, which takes away money from the colleges.
- Dr. Sousa-Poza said that they are being asked to behave like a business, but when they do and generate more revenue they don't get a direct share.
- It was suggested that we have a brown bag program to discuss the expansion of the Master's population. An incentive needs to be in place to support doctoral endeavors.
- Dr. Grothaus suggested a cost-benefit analysis.
- Doctoral programs have doubled and we need to be able to pay the costs. If we don't, we will be moving toward mediocrity.
- Research support is industry standard and needed to recruit faculty.
- Dr. Grothaus said that it is important that we maintain our reputation.
- Dr. Dickinson suggested shifting stipend money so that it won't affect financial aid. Dr. Wojtowicz said that he would ask the question. Maybe waivers can be converted to grants. Perhaps they are not held to the same criteria as a waiver.
- Dr. Sousa-Poza suggested better management within the colleges. He said that we are providing waivers to PhD students that might take 120 hours to complete their degrees. If we could focus on getting PhD students to graduate in 48 hours, that would save waiver money.
- Why do some PhD programs have more than 48 credit hours? In some cases, the accrediting body requires 60 hours.
- Dr. Wojtowicz said that he would task the policy committee with auditing programs.
- Dr. Sousa-Poza suggested updating the offer letter to say tuition waivers beyond 48 hours are an exception and based on availability of funds.

- Dr. Ardalan said that in Business they fund for three years, then in the fourth year they become adjunct faculty. Dr. Wojtowicz asked if we should create something more formal that aligns with what the College of Business does.
- Dr. Ardalan says that tuition should be looked at as revenue rather than a cost. For example, 4 students paying tuition cover the cost of the class. Dr. Sousa-Poza says that Engineering is generating revenue that more than covers the cost of the tuition waivers. It is expensive, but it is generating a profit.
- Dr. Payne and Dr. Wojtowicz say that they will contact the new VP for Research to come to a future meeting about building a research arm.

### **Probation/Suspension Policy**

- There are situations where a student gets a failing grade and there is no way to bring the GPA up to a 3.0 to be a student in good standing within the parameters of the policy. The undergraduate policy was changed several years ago. If a student has a 0.0 GPA for 2 consecutive semesters are suspended. Also now, students must make satisfactory academic progress.
- Dr. DePew says he reviews the data for the student and advises if it is not doable.
- Dr. Sousa-Poza said a GPA of 3.0 compared to a 2.9 or a 3.1 is really meaningless. How often do we have a 3.0 average GPA?
- Students don't reach out until it is too late.